User Instructions for CorpsNet

A description of how to use the Corps Networking to

21 Apr 2001

About this Guide

- Describes how to use the basic functions of CorpsNet
- CorpsNet is a public folder under Outlook, the Corps standard e-mail system
- This guide is intended for users who are familiar with operation of computers, Windows and the standard features of the e-mail system in Outlook

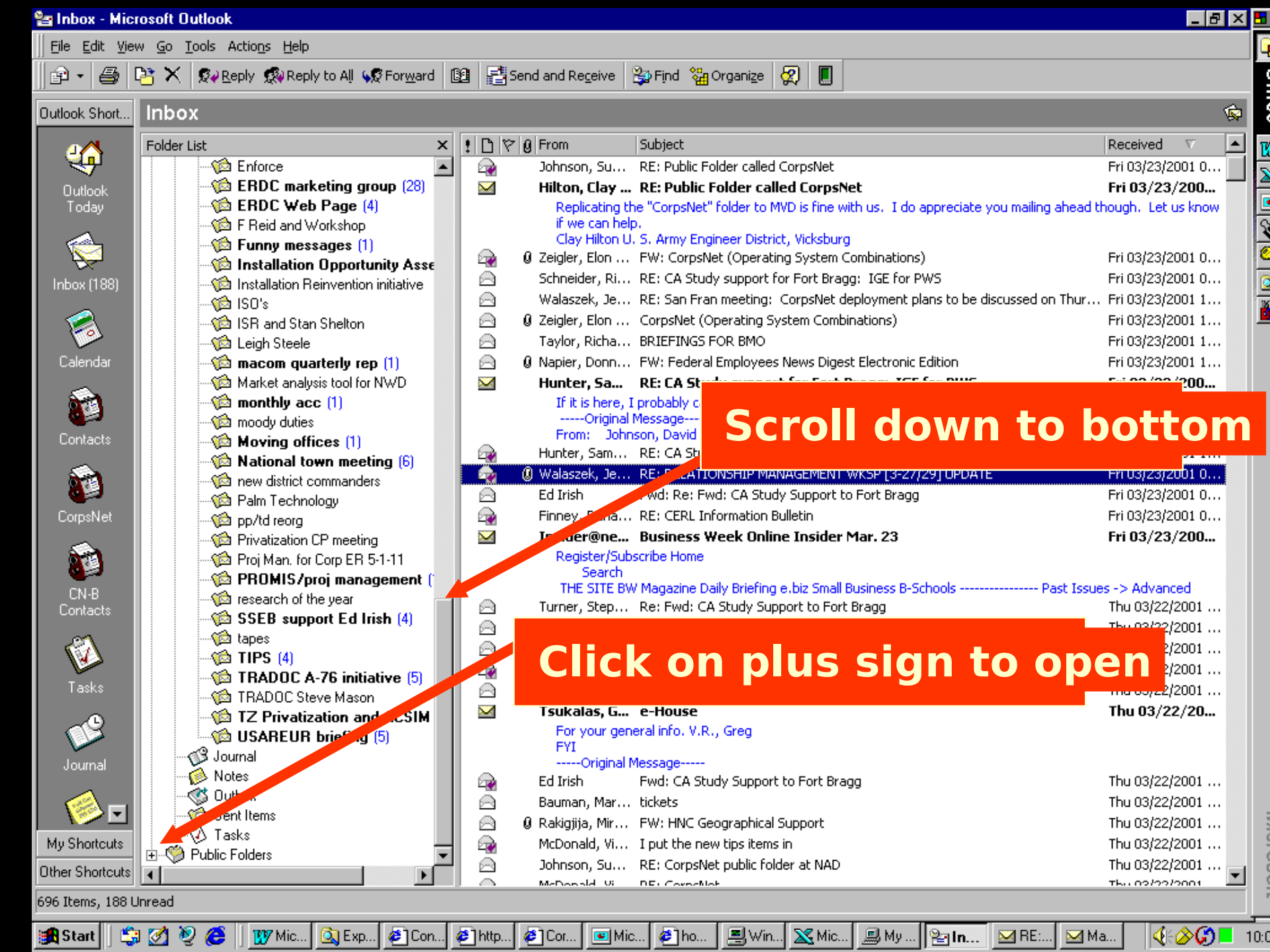
- Web site for information on CorpsNet: http://www.cecer.army.mil/pl/corpsnet/index.cfm

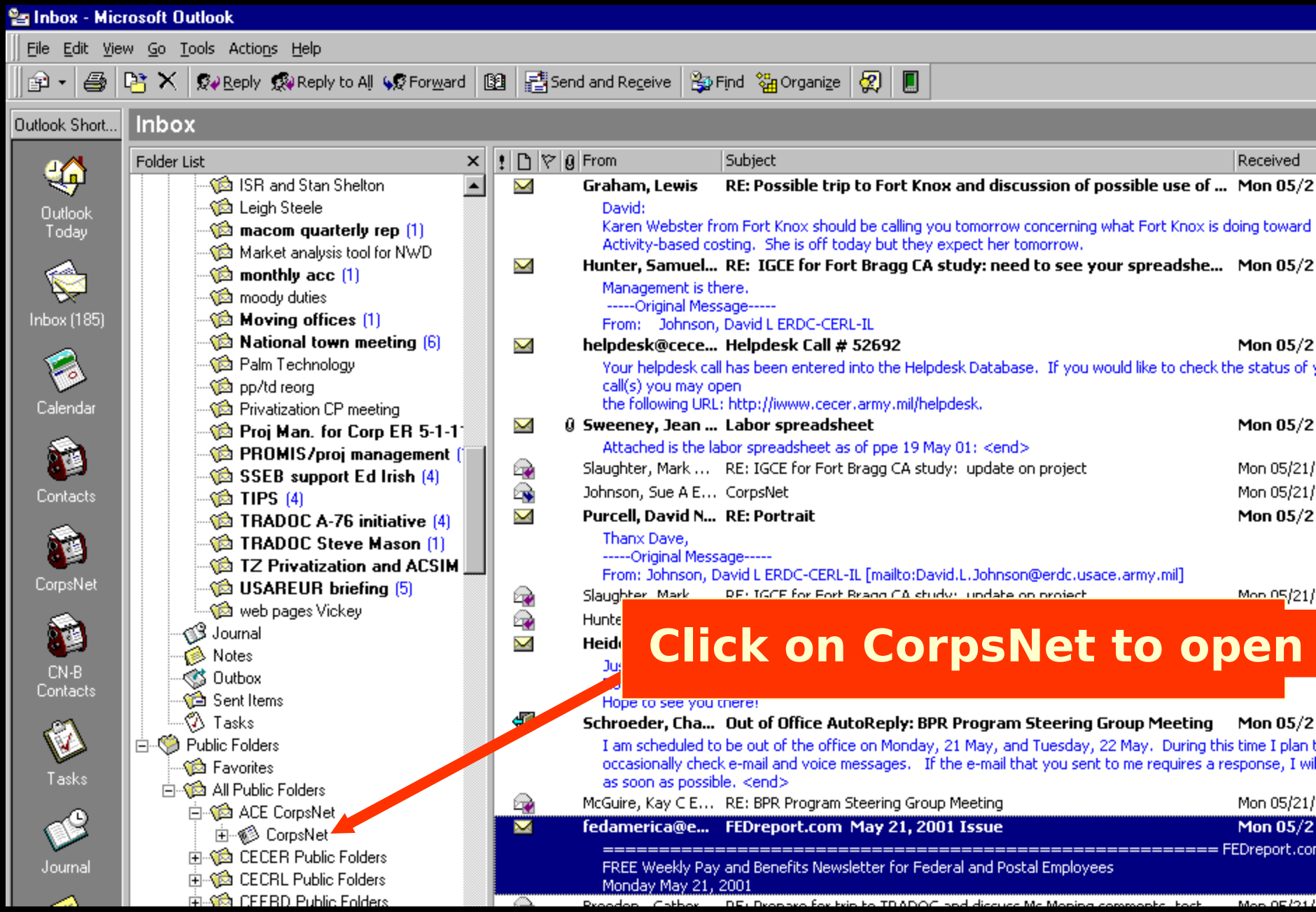
Outline

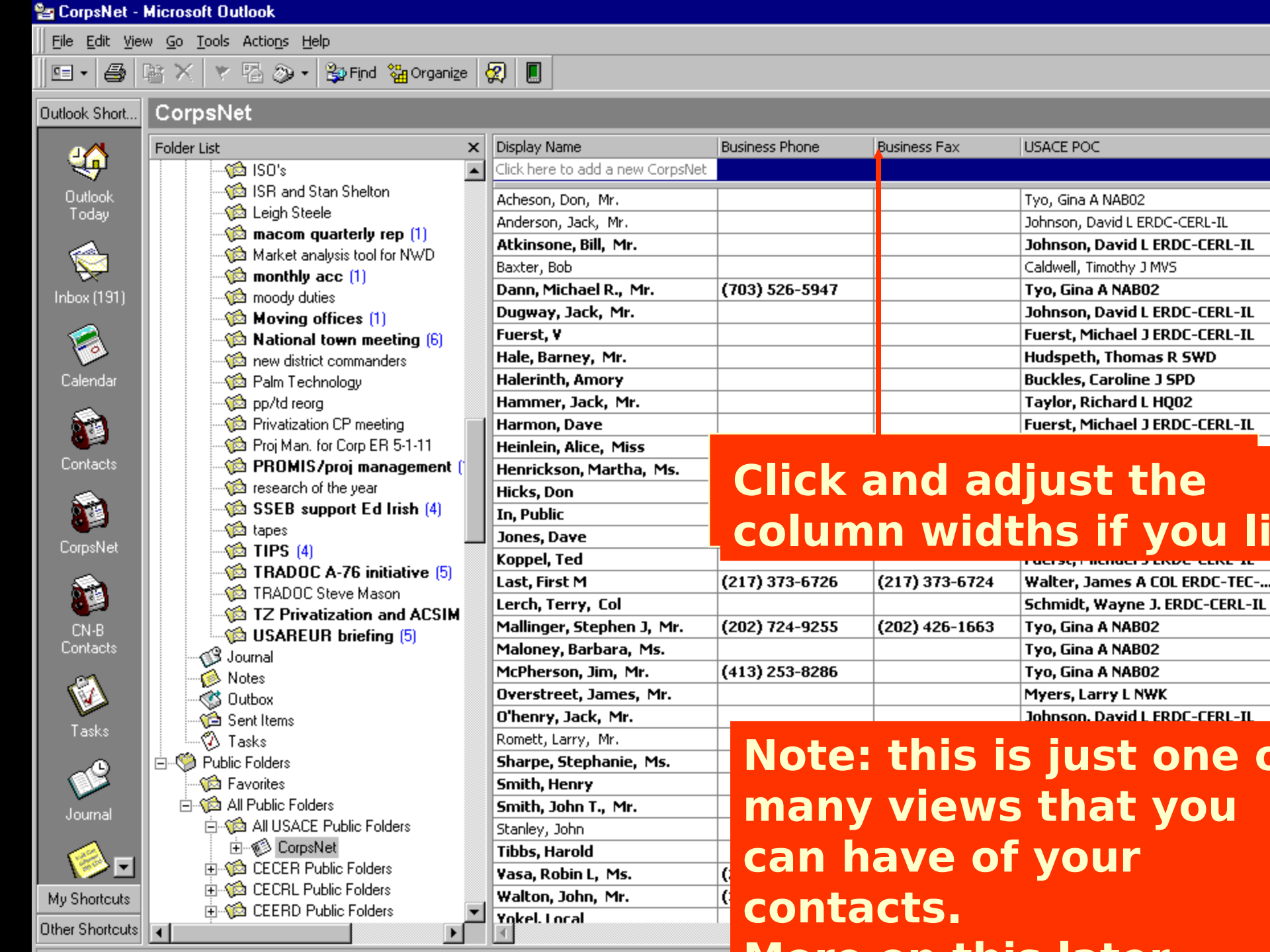
- **Getting Started with CorpsNet**
  - Where to find the public folder
  - How to set up a shortcut
- **Entering Contacts**
- **Searching for Contacts**
  - Views
  - Search by name of contact
  - Advanced search by other information
- **How to Contact the USACE POC**
  - By phone
  - By e-mail

Getting Started with CorpsNet

- **Where to find the public folder**
  - Start Outlook application
  - On left bar called “Folder List”, scroll to bottom and find “Public Folders): see next slide
  - Click on “plus” signs to open up folder until you get to CorpsNet, then click on CorpsNet.
  - Public Folders
    - All Public Folders
      - ACE CorpsNet
        - CorpsNet
- **How to set up a shortcut**


Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Reply Reply to All Forward Send and Receive Find Organize
Outlook Short...
Inbox
Folder List
Outlook Today
Inbox (188)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Other Shortcuts
Enforce
ERDC marketing group (28)
ERDC Web Page (4)
F Reid and Workshop
Funny messages (1)
Installation Opportunity Asse
Installation Reinvention initiative
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc (1)
moody duties
Moving offices (1)
National town meeting (6)
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and
USAREUR brie
Journal
Notes
Tasks
Public Folders
From
Subject
Received
Johnson, Su... RE: Public Folder called CorpsNet Fri 03/23/2001 0...
Hilton, Clay ... RE: Public Folder called CorpsNet Fri 03/23/200...
Replicating the "CorpsNet" folder to MVD is fine with us. I do appreciate you mailing ahead though. Let us know if we can help.
Clay Hilton U. S. Army Engineer District, Vicksburg
Zeigler, Elon ... FW: CorpsNet (Operating System Combinations) Fri 03/23/2001 0...
Schneider, Ri... RE: CA Study support for Fort Bragg: IGE for PWS Fri 03/23/2001 0...
Walaszek, Je... RE: San Fran meeting: CorpsNet deployment plans to be discussed on Thur... Fri 03/23/2001 1...
Zeigler, Elon ... CorpsNet (Operating System Combinations) Fri 03/23/2001 1...
Taylor, Richa... BRIEFINGS FOR BMO Fri 03/23/2001 1...
Napier, Donn... FW: Federal Employees News Digest Electronic Edition Fri 03/23/2001 1...
Hunter, Sa...
-----Original Message---
From: Johnson, David
Hunter, Sam...
Walaszek, Je...
Ed Irish Fwd: Re: Fwd: CA Study Support to Fort Bragg Fri 03/23/2001 0...
Finney, ... RE: CERL Information Bulletin Fri 03/23/2001 0...
Business Week Online Insider Mar. 23 Fri 03/23/200...
Register/Subscribe Home
Search
THE SITE BW Magazine Daily Briefing e.biz Small Business B-Schools ---------- Past Issues -> Advanced
Turner, Step... Re: Fwd: CA Study Support to Fort Bragg Thu 03/22/2001 ...
Tsukalas, G... e-House Thu 03/22/20...
For your general info. V.R., Greg
FYI
-----Original Message-----
Ed Irish Fwd: CA Study Support to Fort Bragg Thu 03/22/2001 ...
Bauman, Mar... tickets Thu 03/22/2001 ...
Rakigjija, Mir... FW: HNC Geographical Support Thu 03/22/2001 ...
McDonald, Vi... I put the new tips items in Thu 03/22/2001 ...
Johnson, Su... RE: CorpsNet public folder at NAD Thu 03/22/2001 ...
Scroll down to bottom
Click on plus sign to open
696 Items, 188 Unread
Start

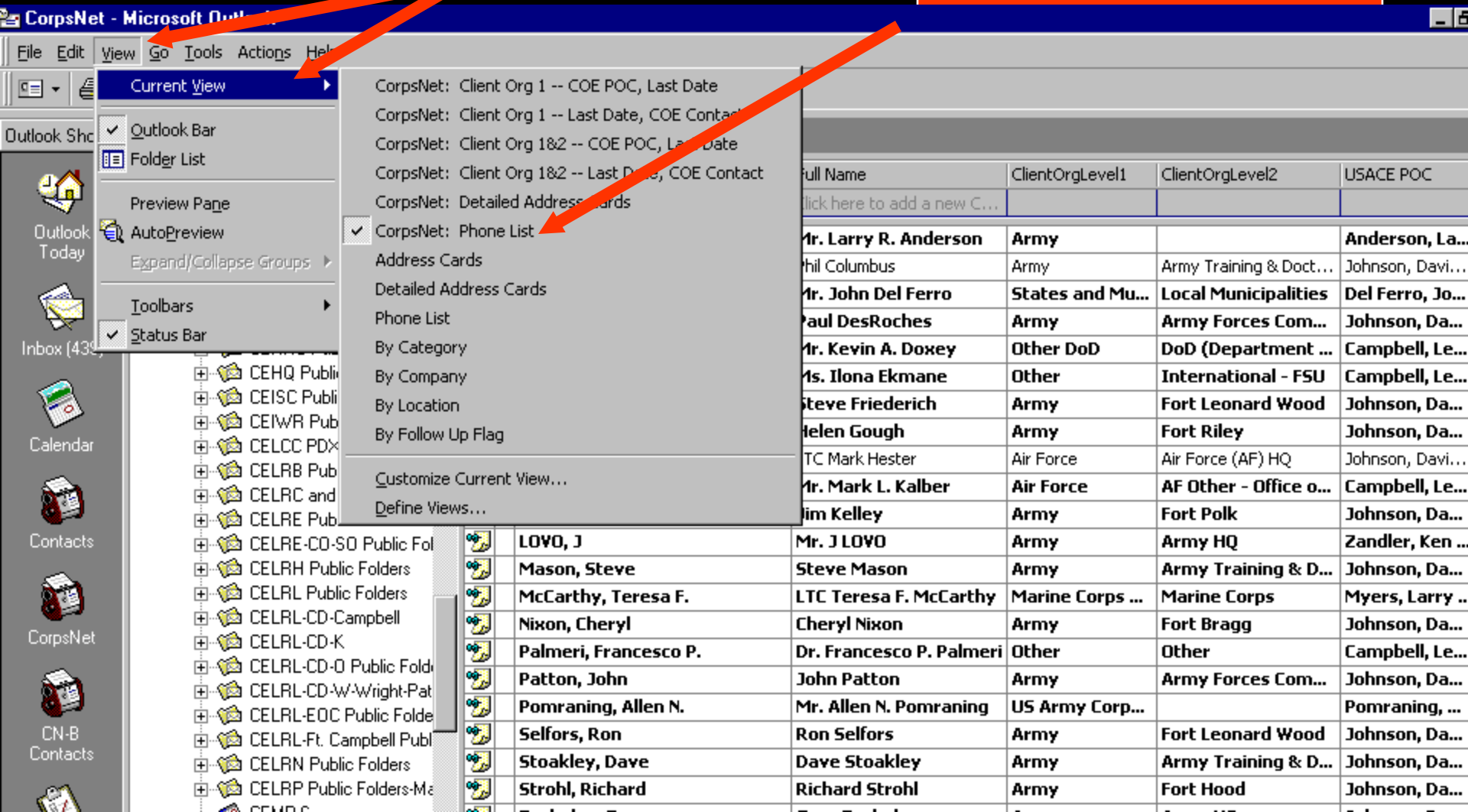

Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Reply Reply to All Forward Send and Receive Find Organize
Outlook Short...
Inbox
Outlook Today
Inbox (185)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
Folder List
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc (1)
moody duties
Moving offices (1)
National town meeting (6)
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-1
PROMIS/proj management
SSEB support Ed Irish (4)
TIPS (4)
TRADOC A-76 initiative (4)
TRADOC Steve Mason (1)
TZ Privatization and ACSIM
USAREUR briefing (5)
web pages Vickey
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
ACE CorpsNet
CorpsNet
CECER Public Folders
CECRL Public Folders
From
Subject
Received
Graham, Lewis
RE: Possible trip to Fort Knox and discussion of possible use of ...
Mon 05/2
David:
Karen Webster from Fort Knox should be calling you tomorrow concerning what Fort Knox is doing toward
Activity-based costing. She is off today but they expect her tomorrow.
Hunter, Samuel...
RE: IGCE for Fort Bragg CA study: need to see your spreadshe...
Mon 05/2
Management is there.
-----Original Message-----
From: Johnson, David L ERDC-CERL-IL
helpdesk@cece...
Helpdesk Call # 52692
Mon 05/2
Your helpdesk call has been entered into the Helpdesk Database. If you would like to check the status of
call(s) you may open
the following URL: http://iwww.cecer.army.mil/helpdesk.
Sweeney, Jean ...
Labor spreadsheet
Mon 05/2
Attached is the labor spreadsheet as of ppe 19 May 01: <end>
Slaughter, Mark ...
RE: IGCE for Fort Bragg CA study: update on project
Mon 05/21/
Johnson, Sue A E...
CorpsNet
Mon 05/21/
Purcell, David N...
RE: Portrait
Mon 05/2
Thanx Dave,
-----Original Message-----
From: Johnson, David L ERDC-CERL-IL [mailto:David.L.Johnson@erdc.usace.army.mil]
Hope to see you there!
Schroeder, Cha...
Out of Office AutoReply: BPR Program Steering Group Meeting
Mon 05/2
I am scheduled to be out of the office on Monday, 21 May, and Tuesday, 22 May. During this time I plan
occasionally check e-mail and voice messages. If the e-mail that you sent to me requires a response, I wi
as soon as possible. <end>
McGuire, Kay C E...
RE: BPR Program Steering Group Meeting
Mon 05/21/
fedamerica@e...
FEDreport.com May 21, 2001 Issue
Mon 05/2
FEDreport.com
FREE Weekly Pay and Benefits Newsletter for Federal and Postal Employees
Monday May 21, 2001
Click on CorpsNet to open


CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find Organize
Outlook Short...
CorpsNet
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Other Shortcuts
Folder List
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc (1)
moody duties
Moving offices (1)
National town meeting (6)
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
CECER Public Folders
CECRL Public Folders
CEERD Public Folders
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Acheson, Don, Mr.
Tyo, Gina A NAB02
Anderson, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Atkinsone, Bill, Mr.
Johnson, David L ERDC-CERL-IL
Baxter, Bob
Caldwell, Timothy J MVS
Dann, Michael R., Mr.
(703) 526-5947
Tyo, Gina A NAB02
Dugway, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Fuerst, W
Fuerst, Michael J ERDC-CERL-IL
Hale, Barney, Mr.
Hudspeth, Thomas R SWD
Halerinth, Amory
Buckles, Caroline J SPD
Hammer, Jack, Mr.
Taylor, Richard L HQ02
Harmon, Dave
Fuerst, Michael J ERDC-CERL-IL
Heinlein, Alice, Miss
Henrickson, Martha, Ms.
Hicks, Don
In, Public
Jones, Dave
Koppel, Ted
Last, First M
(217) 373-6726
(217) 373-6724
Walter, James A COL ERDC-TEC-...
Lerch, Terry, Col
Schmidt, Wayne J. ERDC-CERL-IL
Mallinger, Stephen J, Mr.
(202) 724-9255
(202) 426-1663
Tyo, Gina A NAB02
Maloney, Barbara, Ms.
Tyo, Gina A NAB02
McPherson, Jim, Mr.
(413) 253-8286
Tyo, Gina A NAB02
Overstreet, James, Mr.
Myers, Larry L NWK
O'henry, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Romett, Larry, Mr.
Sharpe, Stephanie, Ms.
Smith, Henry
Smith, John T., Mr.
Stanley, John
Tibbs, Harold
Vasa, Robin L, Ms.
Walton, John, Mr.
Yokel, Local
Click and adjust the column widths if you li
Note: this is just one o many views that you can have of your contacts.

To adjust your view to look like the examples in thes instructions, set the view to “CorpsNet Phone List”:

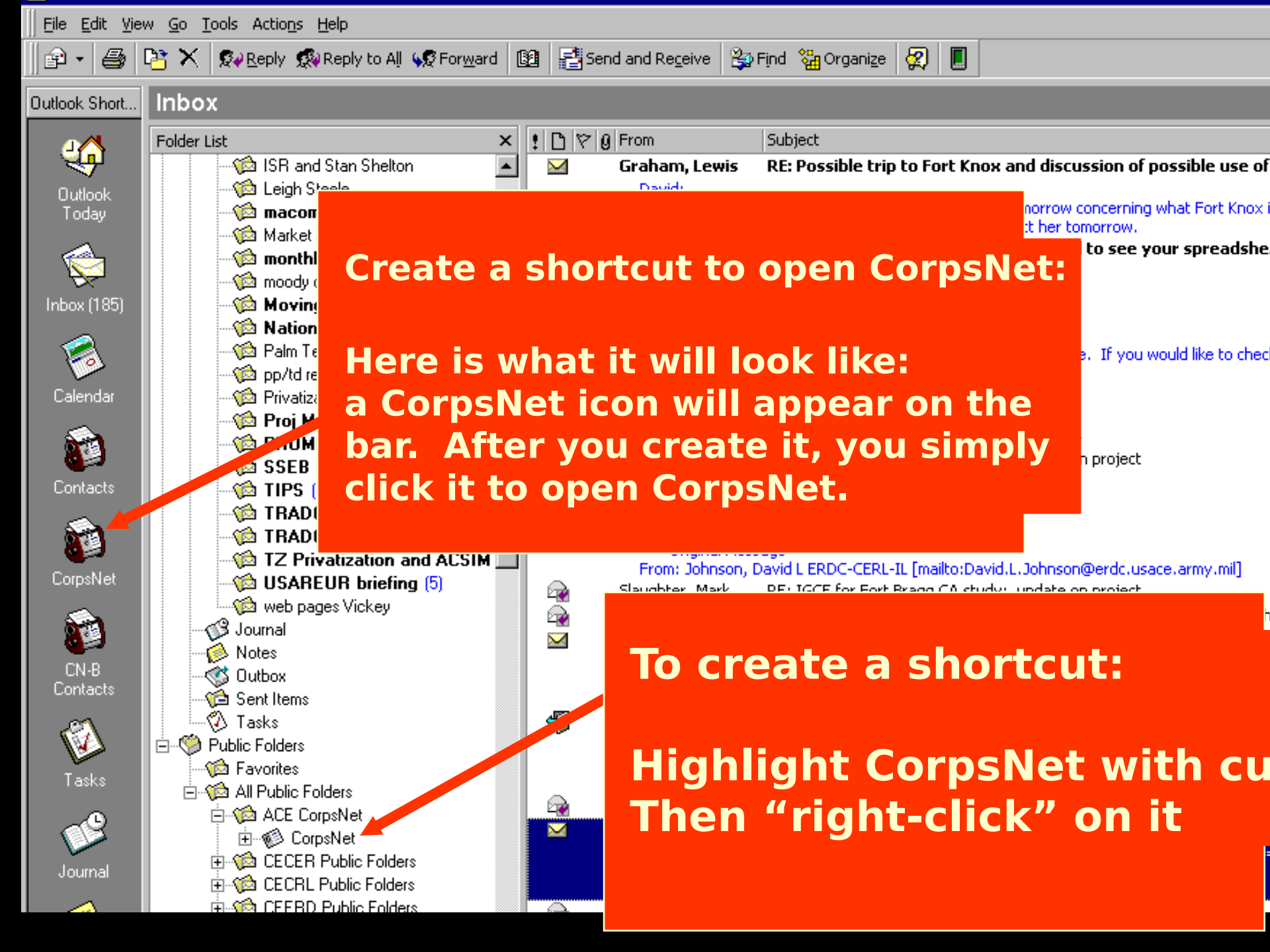
1. Click on view, then current view

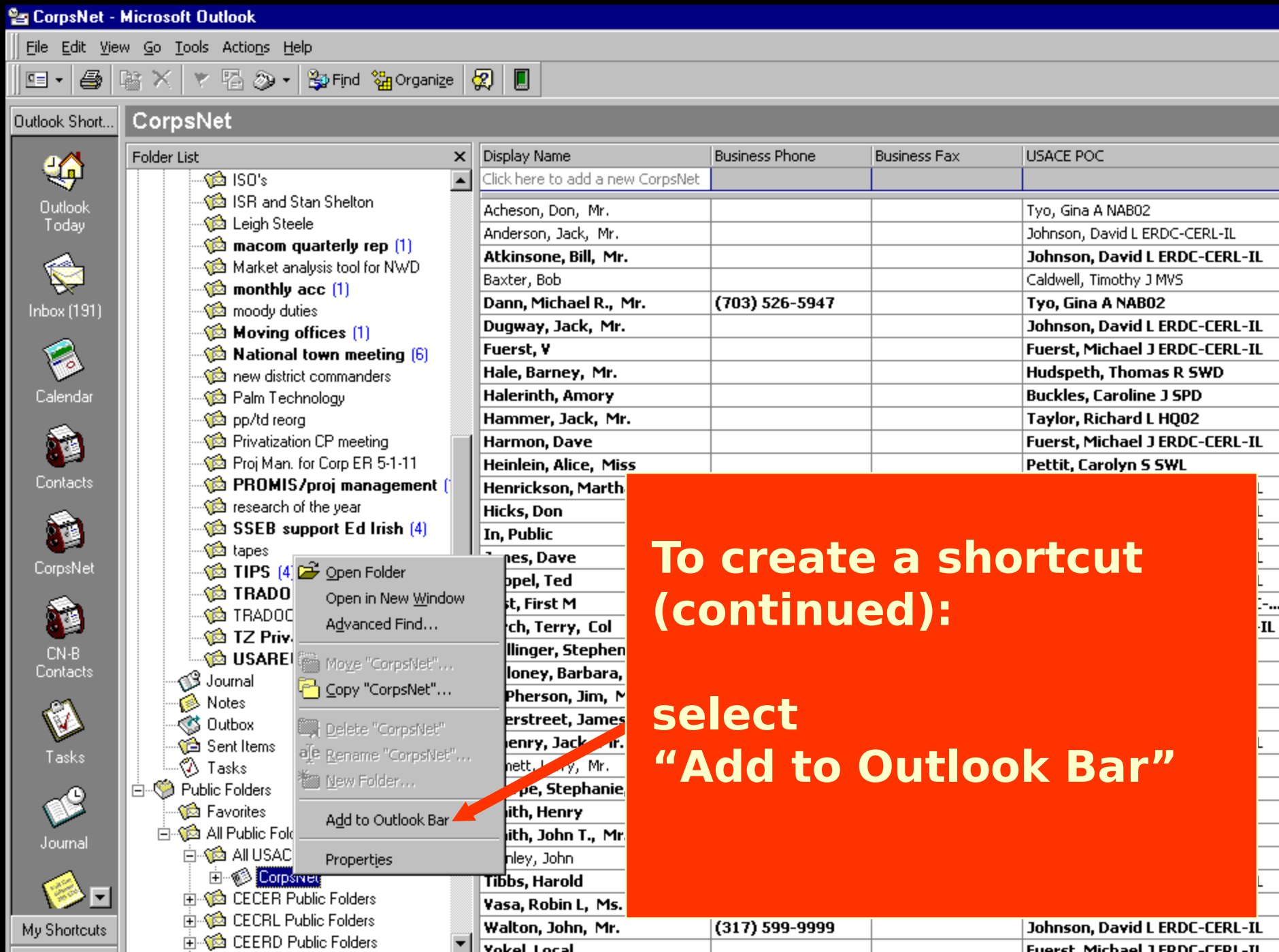
2. Click on CorpsNet Phone List

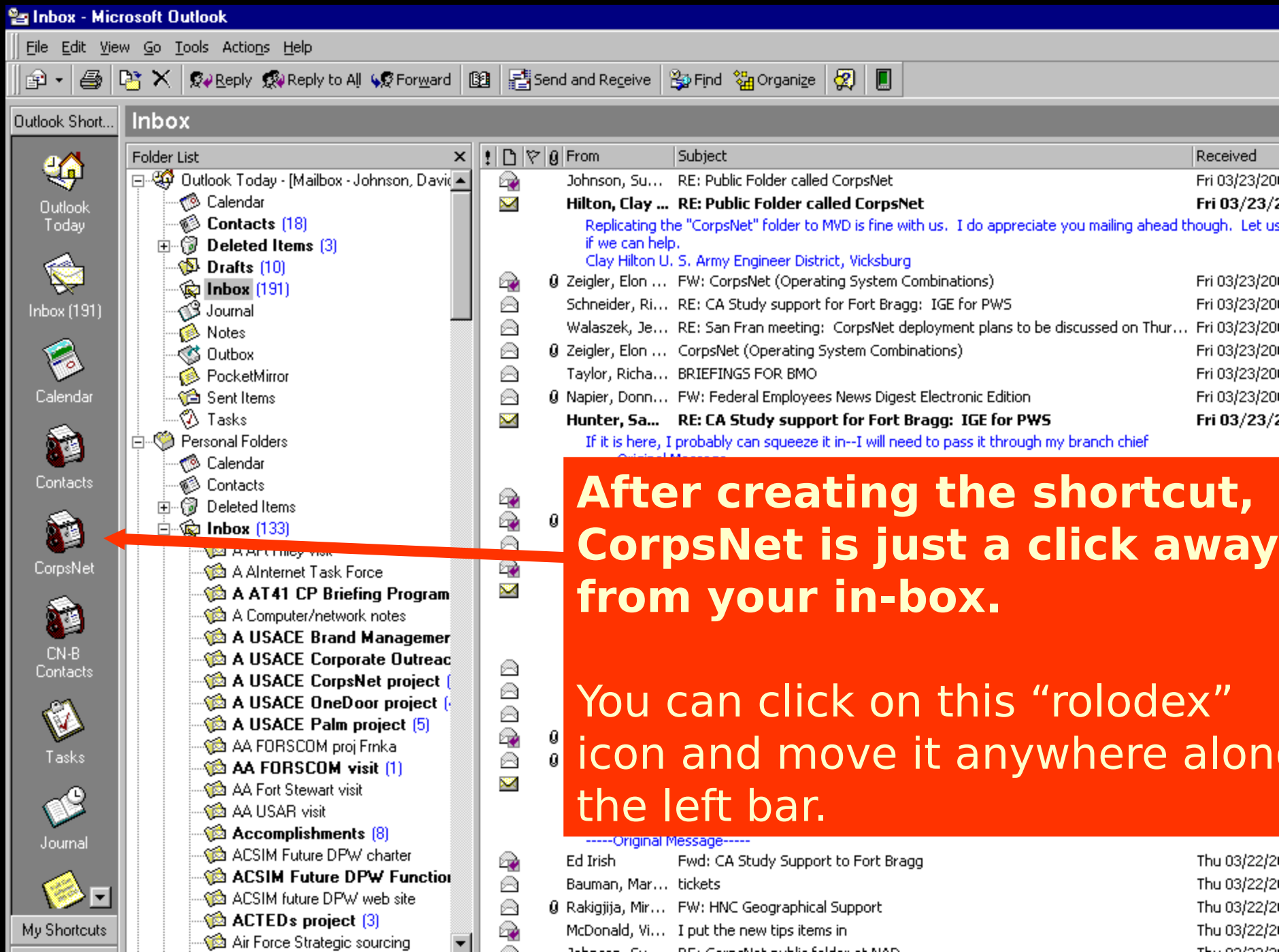


Getting Started with CorpsNet

- **Where to find the public folder**
  - Start Outlook application
  - On left bar called “Folder List”, scroll to bottom and find “Public Folders): see next slide
  - Click on “plus” signs to open up folder
  - Public Folders
    - All Public Folders
      - All USACE Public Folders
        - CorpsNet
- **How to set up a shortcut**


File Edit View Go Tools Actions Help
Reply Reply to All Forward Send and Receive Find Organize
Outlook Short...
Inbox
Outlook Today
Inbox (185)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
Folder List
From
Subject
Graham, Lewis
RE: Possible trip to Fort Knox and discussion of possible use of
ISR and Stan Shelton
Leigh Steele
Market
moody
SSEB
TIPS
TZ Privatization and ACSIM
USAREUR briefing (5)
web pages Vickey
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
ACE CorpsNet
CorpsNet
CECER Public Folders
CECRL Public Folders
From: Johnson, David L ERDC-CERL-IL [mailto:David.L.Johnson@erdc.usace.army.mil]
Create a shortcut to open CorpsNet:
Here is what it will look like:
a CorpsNet icon will appear on the bar. After you create it, you simply click it to open CorpsNet.
To create a shortcut:
Highlight CorpsNet with cu
Then “right-click” on it


CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find Organize
Outlook Short...
CorpsNet
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Folder List
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc (1)
moody duties
Moving offices (1)
National town meeting (6)
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS
TRADO
TRADOC
TZ Priv
USARE
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Fol
All USAC
CorpsNet
CECER Public Folders
CECRL Public Folders
CEERD Public Folders
Open Folder
Open in New Window
Advanced Find...
Move "CorpsNet"...
Copy "CorpsNet"...
Delete "CorpsNet"
Rename "CorpsNet"...
New Folder...
Add to Outlook Bar
Properties
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Acheson, Don, Mr.
Tyo, Gina A NAB02
Anderson, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Atkinsone, Bill, Mr.
Johnson, David L ERDC-CERL-IL
Baxter, Bob
Caldwell, Timothy J MVS
Dann, Michael R., Mr.
(703) 526-5947
Tyo, Gina A NAB02
Dugway, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Fuerst, V
Fuerst, Michael J ERDC-CERL-IL
Hale, Barney, Mr.
Hudspeth, Thomas R SWD
Halerinth, Amory
Buckles, Caroline J SPD
Hammer, Jack, Mr.
Taylor, Richard L HQ02
Harmon, Dave
Fuerst, Michael J ERDC-CERL-IL
Heinlein, Alice, Miss
Pettit, Carolyn S SWL
Hicks, Don
In, Public
Tibbs, Harold
Vasa, Robin L, Ms.
Walton, John, Mr.
(317) 599-9999
Johnson, David L ERDC-CERL-IL
To create a shortcut (continued):
select
“Add to Outlook Bar”

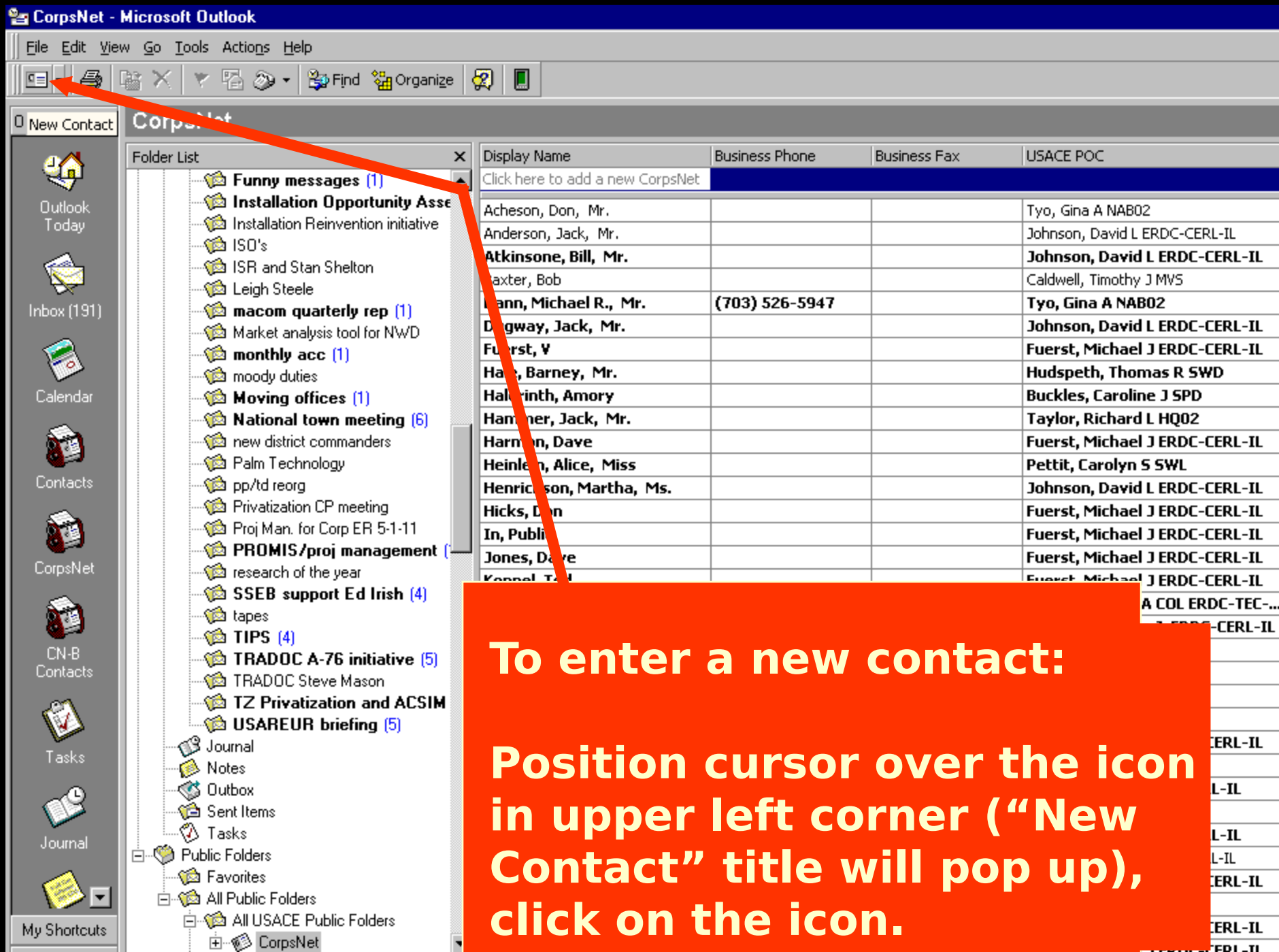

Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Reply Reply to All Forward Send and Receive Find Organize
Outlook Short...
Inbox
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Folder List
Outlook Today - [Mailbox - Johnson, Davic
Calendar
Contacts (18)
Deleted Items (3)
Drafts (10)
Inbox (191)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Items
Inbox (133)
A AInternet Task Force
A AT41 CP Briefing Program
A Computer/network notes
A USACE Brand Managemer
A USACE Corporate Outreac
A USACE CorpsNet project
A USACE OneDoor project
A USACE Palm project (5)
AA FORSCOM proj Frnka
AA FORSCOM visit (1)
AA Fort Stewart visit
AA USAR visit
Accomplishments (8)
ACSIM Future DPW charter
ACSIM Future DPW Functio
ACSIM future DPW web site
ACTEDs project (3)
Air Force Strategic sourcing
From
Subject
Received
Johnson, Su... RE: Public Folder called CorpsNet Fri 03/23/20
Hilton, Clay ... RE: Public Folder called CorpsNet Fri 03/23/
Replicating the "CorpsNet" folder to MVD is fine with us. I do appreciate you mailing ahead though. Let us
if we can help.
Clay Hilton U. S. Army Engineer District, Vicksburg
Zeigler, Elon ... FW: CorpsNet (Operating System Combinations) Fri 03/23/20
Schneider, Ri... RE: CA Study support for Fort Bragg: IGE for PWS Fri 03/23/20
Walaszek, Je... RE: San Fran meeting: CorpsNet deployment plans to be discussed on Thur... Fri 03/23/20
Zeigler, Elon ... CorpsNet (Operating System Combinations) Fri 03/23/20
Taylor, Richa... BRIEFINGS FOR BMO Fri 03/23/20
Napier, Donn... FW: Federal Employees News Digest Electronic Edition Fri 03/23/20
Hunter, Sa... RE: CA Study support for Fort Bragg: IGE for PWS Fri 03/23/
If it is here, I probably can squeeze it in--I will need to pass it through my branch chief
-----Original Message-----
Ed Irish Fwd: CA Study Support to Fort Bragg Thu 03/22/2
Bauman, Mar... tickets Thu 03/22/2
Rakigjija, Mir... FW: HNC Geographical Support Thu 03/22/2
McDonald, Vi... I put the new tips items in Thu 03/22/2
After creating the shortcut, CorpsNet is just a click away from your in-box.
You can click on this “rolodex” icon and move it anywhere alon the left bar.

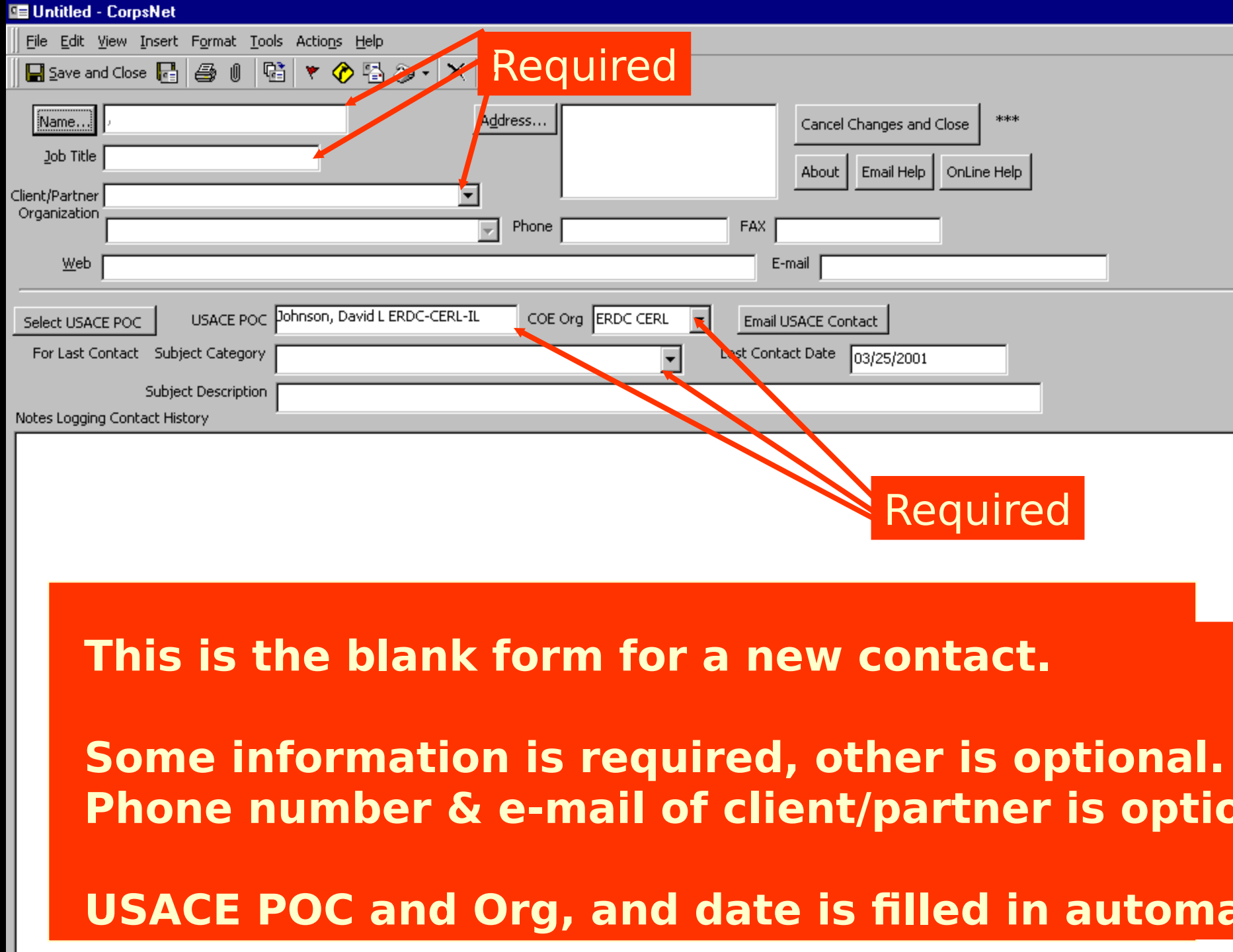
Outline

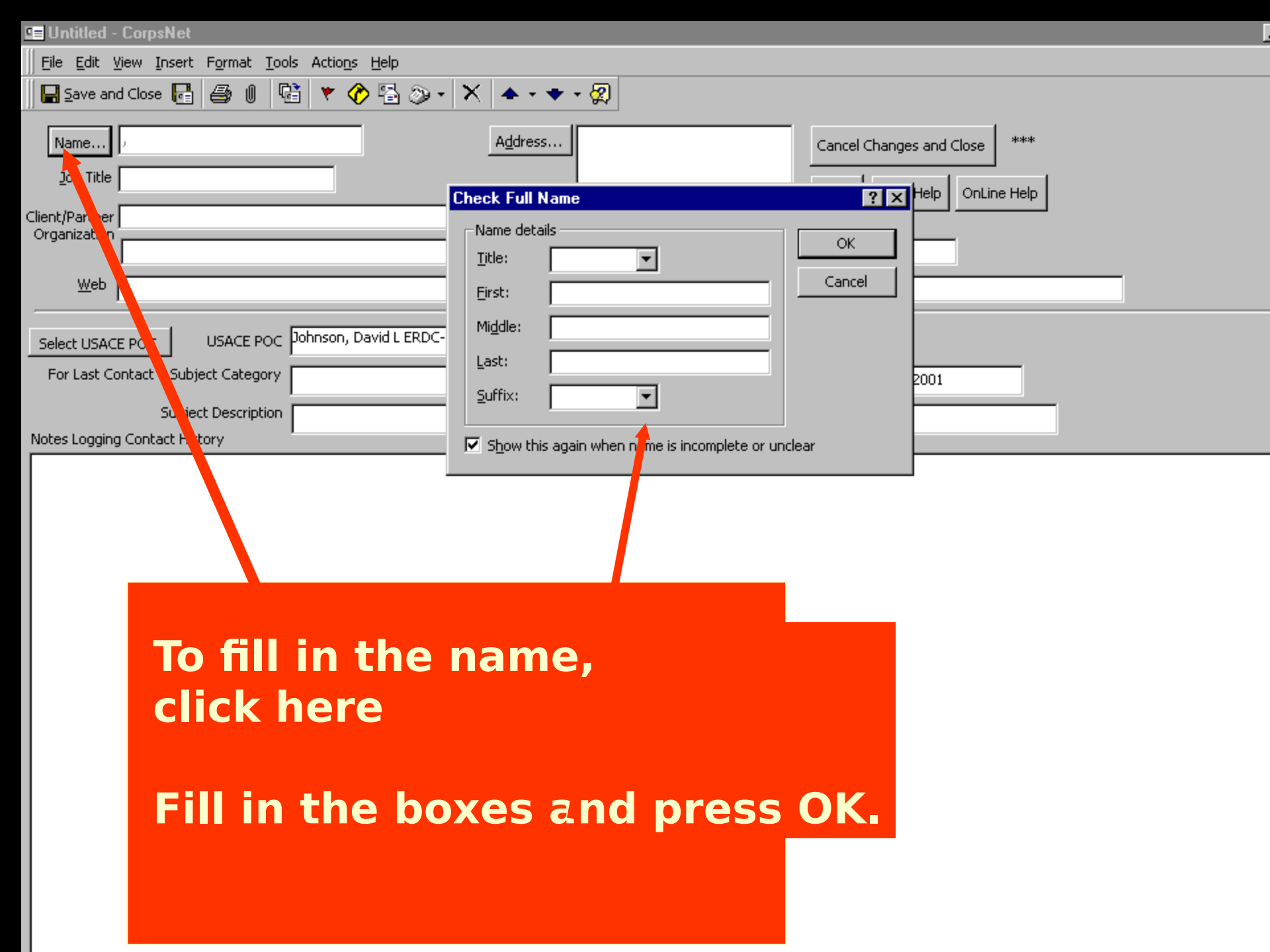
- **Getting Started with CorpsNet**
  - Where to find the public folder
  - How to set up a shortcut
- **Entering Contacts**
- **Searching for Contacts**
  - Views
  - Search by name of contact
  - Advanced search by other information
- **How to Contact the USACE POC**
  - By phone
  - By e-mail

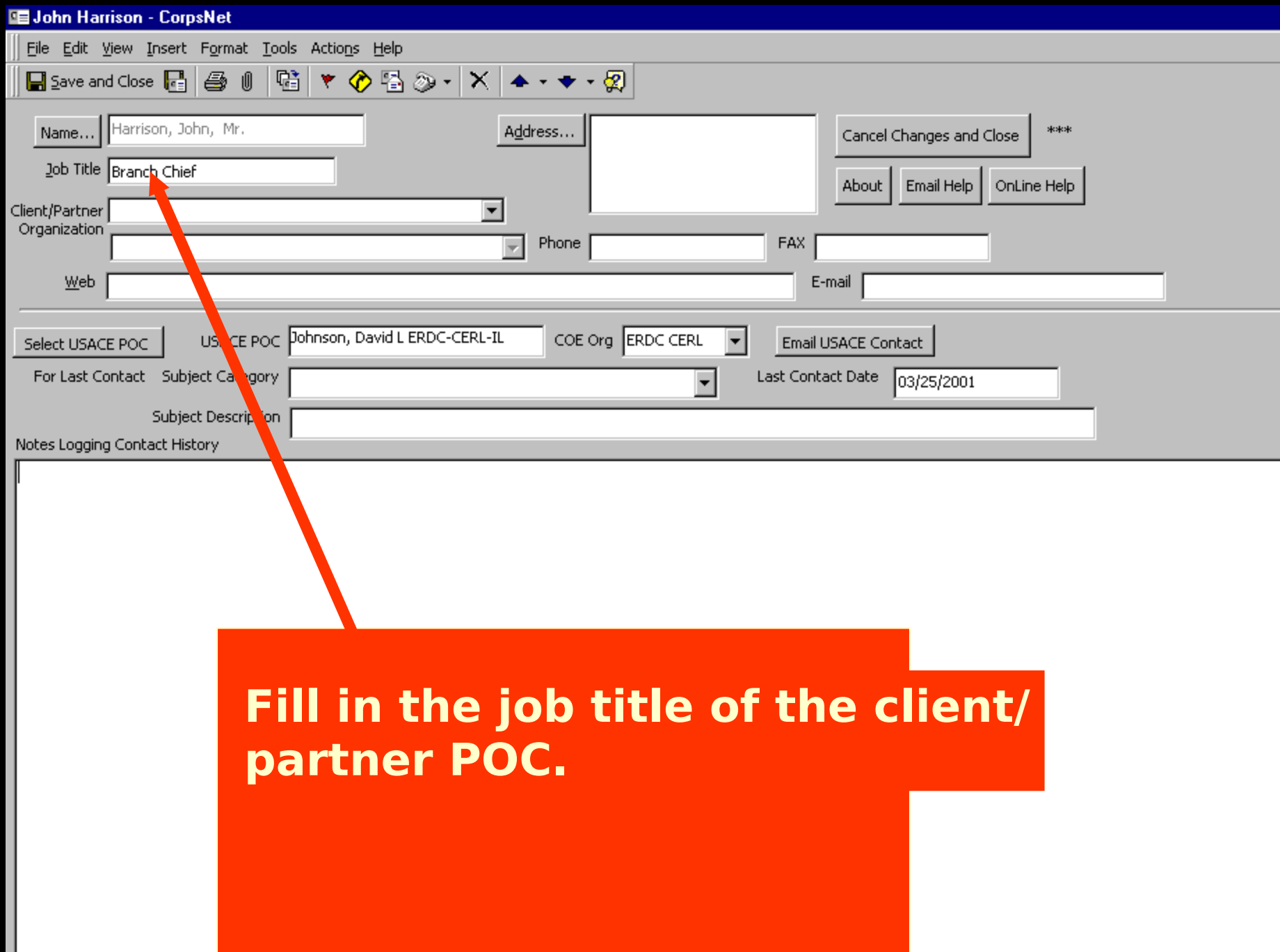
What Contacts should I enter?

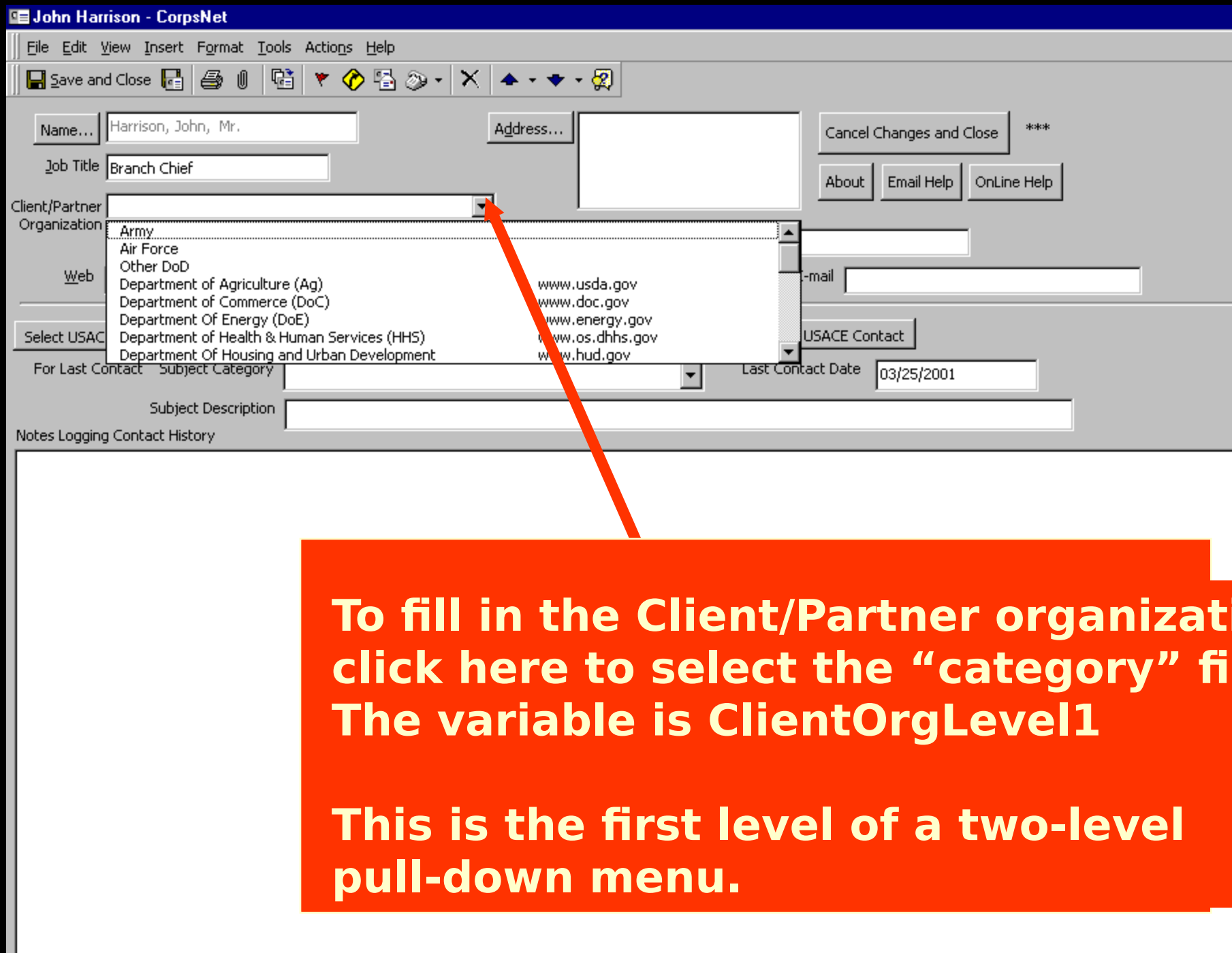
- **Use of CorpsNet is voluntary.**
- **This is a decision to be made by each MSC.**
- Overall idea: enter only client or partner contacts for which you want others in the Corps to phone or e-mail you so that you can coordinate or synchronize your actions with this client or partner.

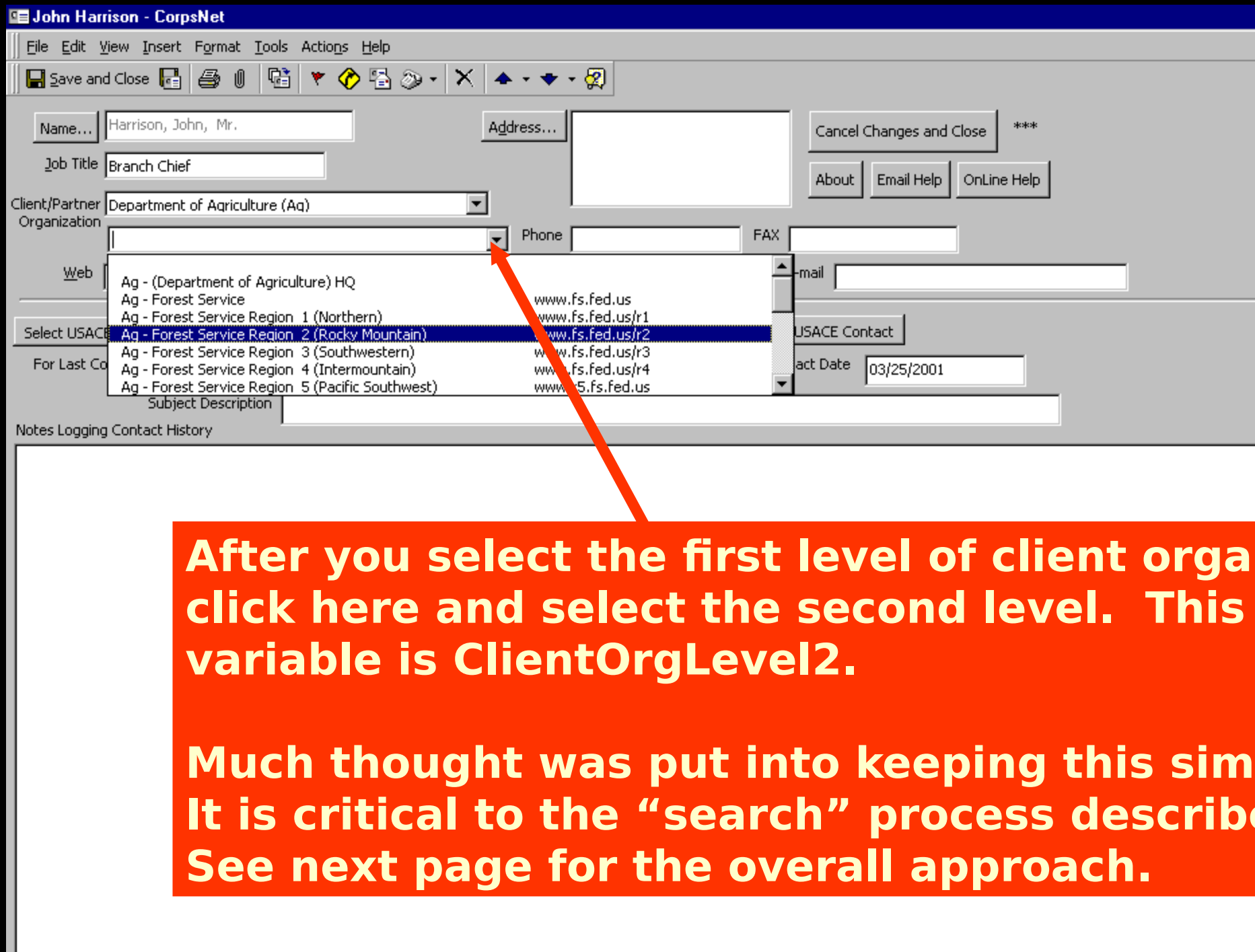

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find Organize
New Contact
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Folder List
Funny messages (1)
Installation Opportunity Asse
Installation Reinvention initiative
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc (1)
moody duties
Moving offices (1)
National town meeting (6)
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Acheson, Don, Mr.
Tyo, Gina A NAB02
Anderson, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Atkinsone, Bill, Mr.
Johnson, David L ERDC-CERL-IL
Caldwell, Timothy J MVS
(703) 526-5947
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Hudspeth, Thomas R SWD
Buckles, Caroline J SPD
Taylor, Richard L HQ02
Fuerst, Michael J ERDC-CERL-IL
Pettit, Carolyn S SWL
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
To enter a new contact:
Position cursor over the icon in upper left corner (“New Contact” title will pop up), click on the icon.


Untitled - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Required
Name...
Address...
Cancel Changes and Close
***
Job Title
About
Email Help
OnLine Help
Client/Partner Organization
Phone
FAX
Web
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Last Contact Date
03/25/2001
Subject Description
Notes Logging Contact History
Required
This is the blank form for a new contact.
Some information is required, other is optional.
Phone number & e-mail of client/partner is optio
USACE POC and Org, and date is filled in automa


Untitled - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Address...
Cancel Changes and Close
***
Job Title
Client/Partner
Organization
Web
Help
OnLine Help
Select USACE POC
USACE POC
Johnson, David L ERDC-
For Last Contact
Subject Category
Subject Description
2001
Notes Logging Contact History
Check Full Name
Name details
Title:
First:
Middle:
Last:
Suffix:
OK
Cancel
Show this again when name is incomplete or unclear
To fill in the name,
click here
Fill in the boxes and press OK.


John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Phone
FAX
Web
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Last Contact Date
03/25/2001
Subject Description
Notes Logging Contact History
Fill in the job title of the client/ partner POC.


John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Army
Air Force
Other DoD
Department of Agriculture (Ag) www.usda.gov
Department of Commerce (DoC) www.doc.gov
Department Of Energy (DoE) www.energy.gov
Department of Health & Human Services (HHS) www.os.dhhs.gov
Department Of Housing and Urban Development www.hud.gov
Web
-mail
Select USAC
USACE Contact
For Last Contact
Subject Category
Last Contact Date
03/25/2001
Subject Description
Notes Logging Contact History
To fill in the Client/Partner organizatio
click here to select the “category” firs
The variable is ClientOrgLevel1
This is the first level of a two-level
pull-down menu.


John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Department of Agriculture (Ag)
Phone
FAX
Web
mail
Ag - (Department of Agriculture) HQ
Ag - Forest Service www.fs.fed.us
Ag - Forest Service Region 1 (Northern) www.fs.fed.us/r1
Ag - Forest Service Region 2 (Rocky Mountain) ww.fs.fed.us/r2
Ag - Forest Service Region 3 (Southwestern) w.fs.fed.us/r3
Ag - Forest Service Region 4 (Intermountain) ww.fs.fed.us/r4
Ag - Forest Service Region 5 (Pacific Southwest) www.fs.fed.us
Select USACE
USACE Contact
For Last Co
act Date
03/25/2001
Subject Description
Notes Logging Contact History
After you select the first level of client orga
click here and select the second level. This
variable is ClientOrgLevel2.
Much thought was put into keeping this sim
It is critical to the “search” process describ
See next page for the overall approach.

General Approach to Client/Partner Org. levels

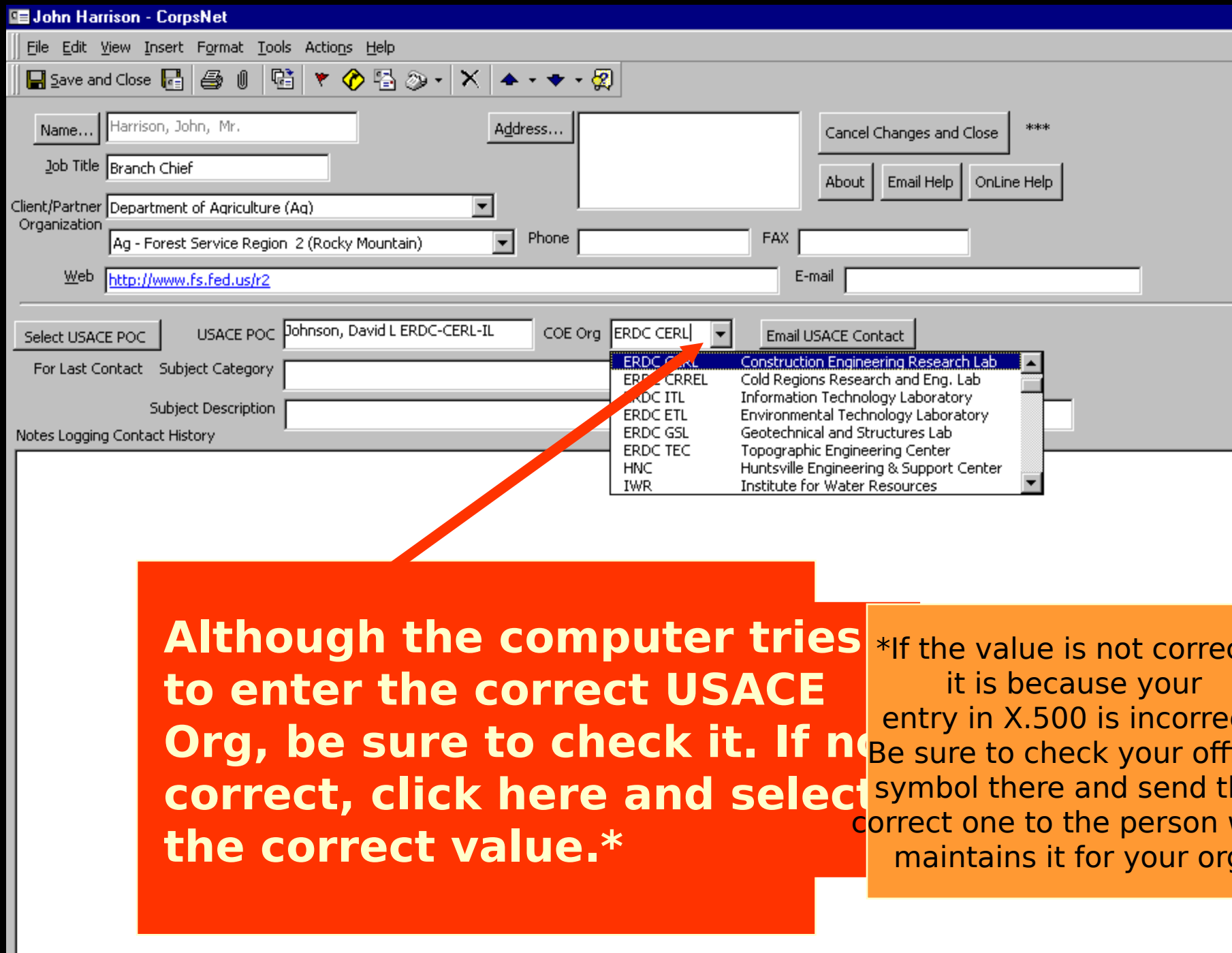
- EPA

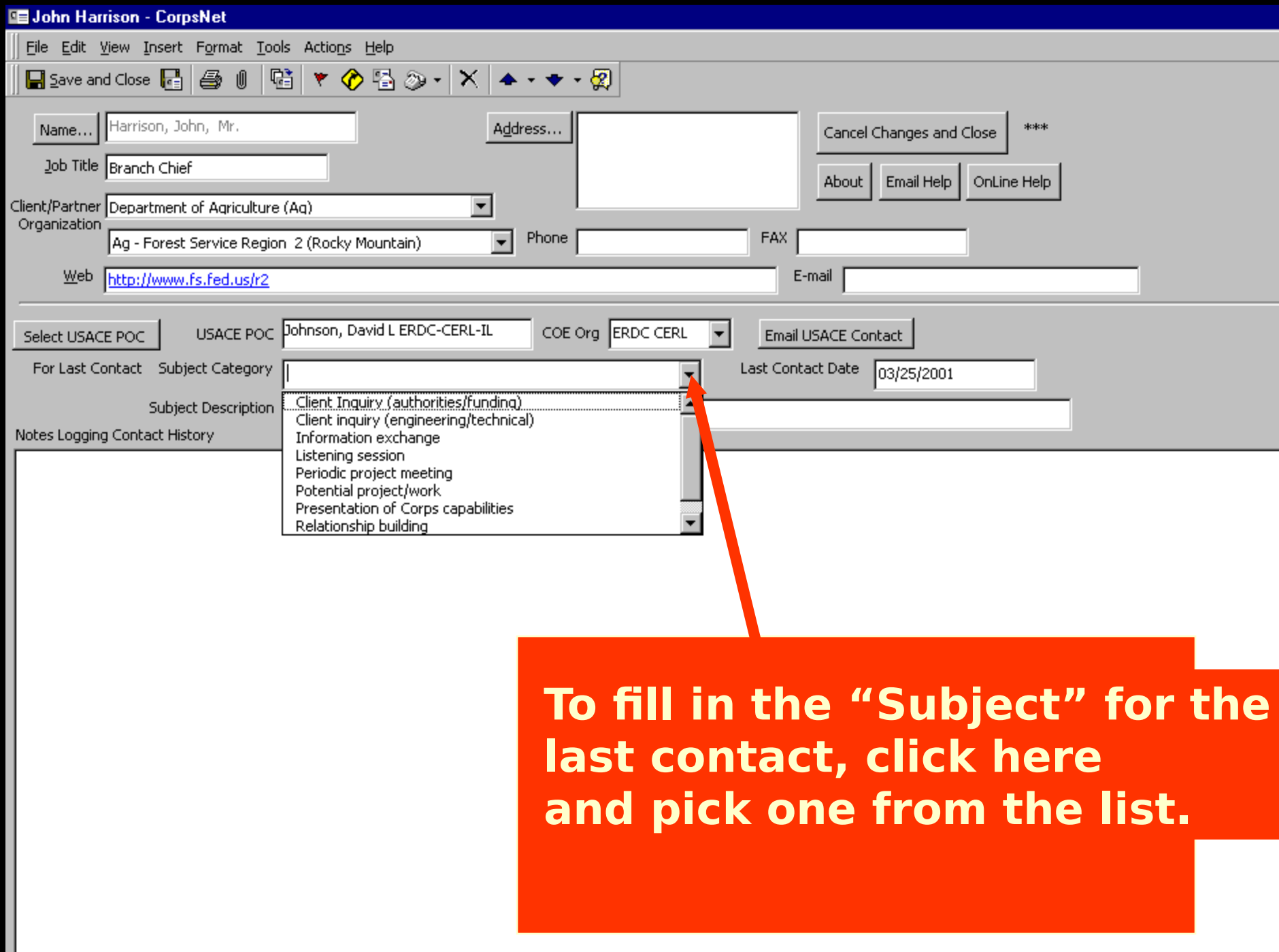
ClientOrgLevel 1

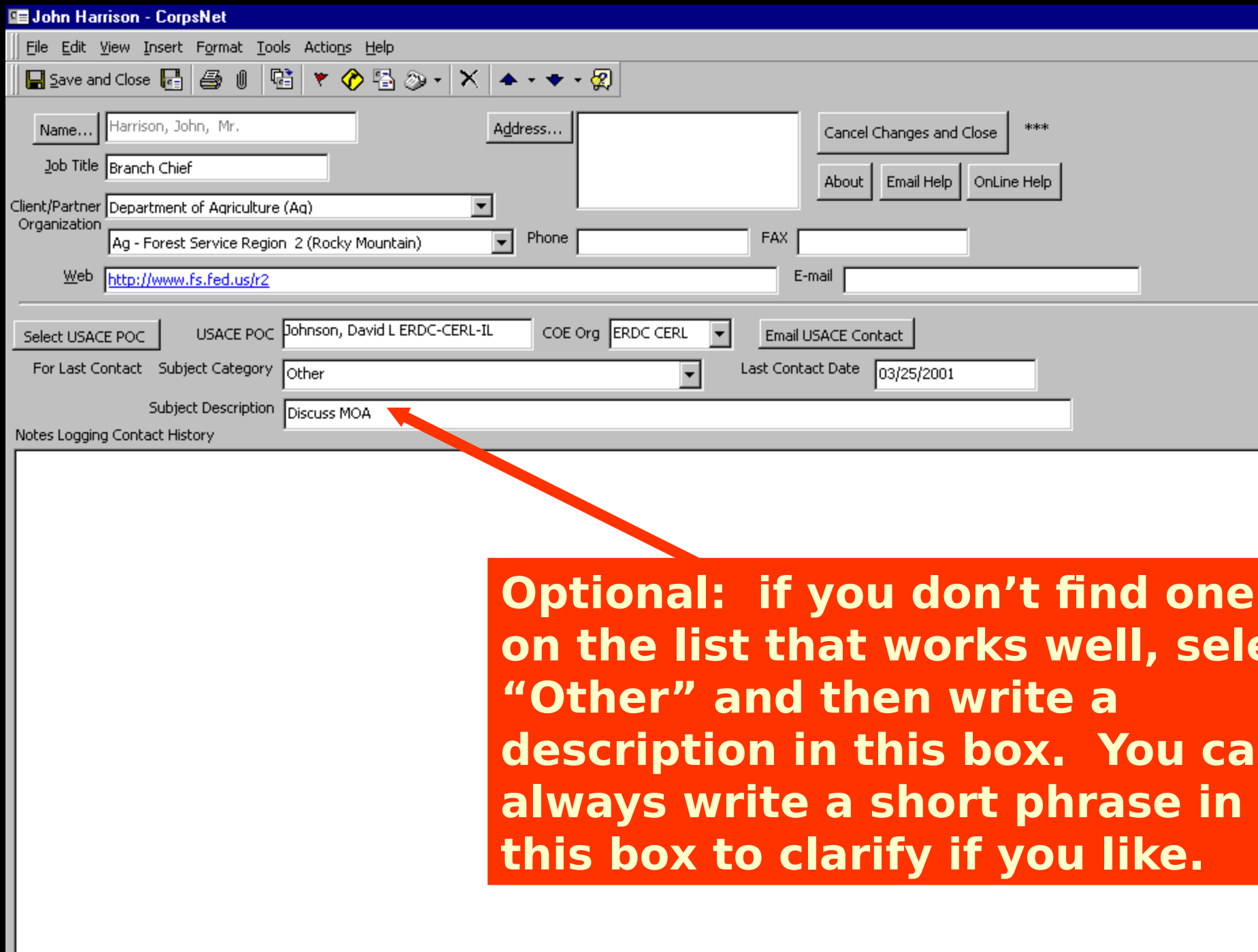
- EPA HQ
- EPA Region 1
- EPA Region 2
- EPA Region 3
- .
- .
- .
- EPA Other

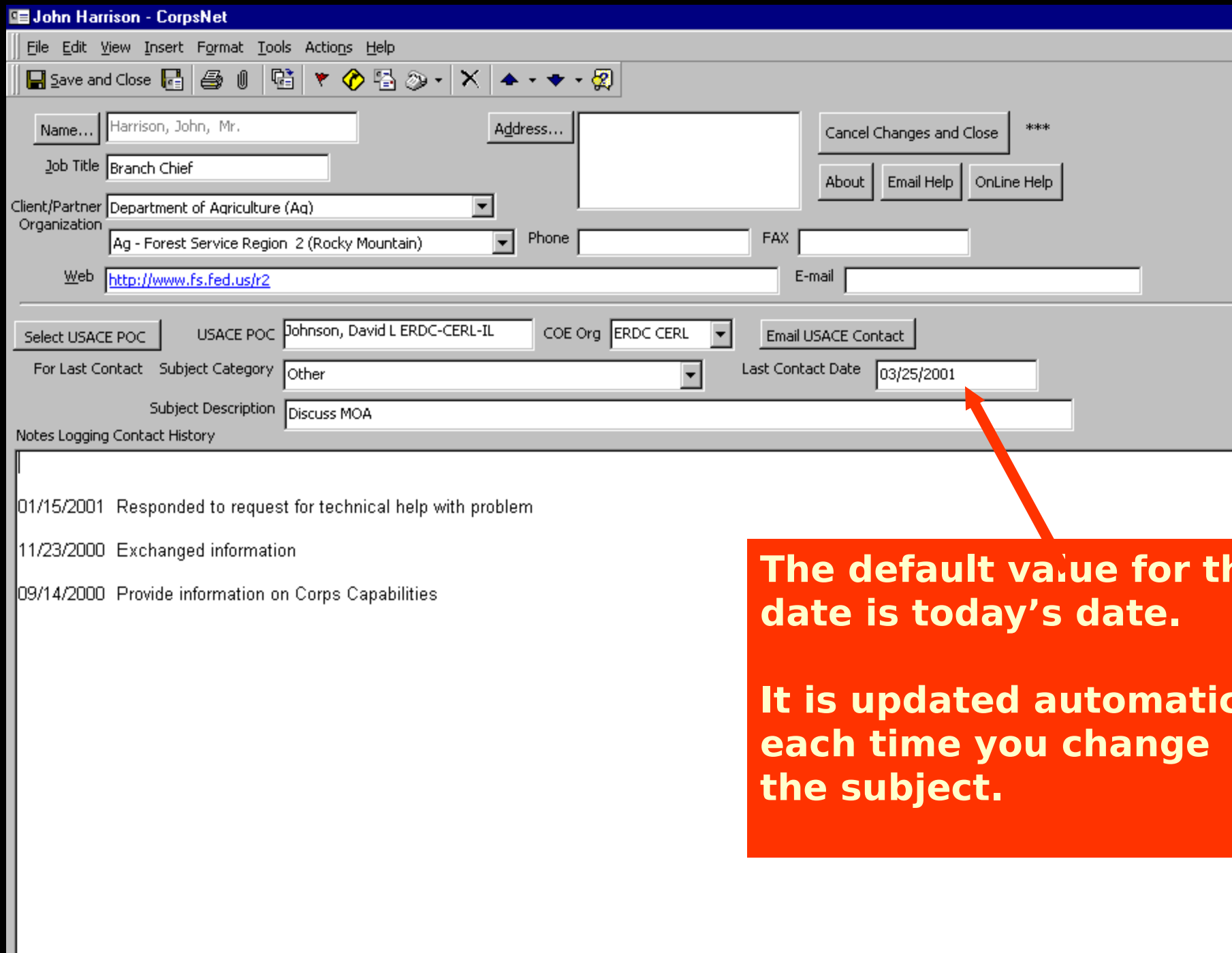
ClientOrgLevel 2

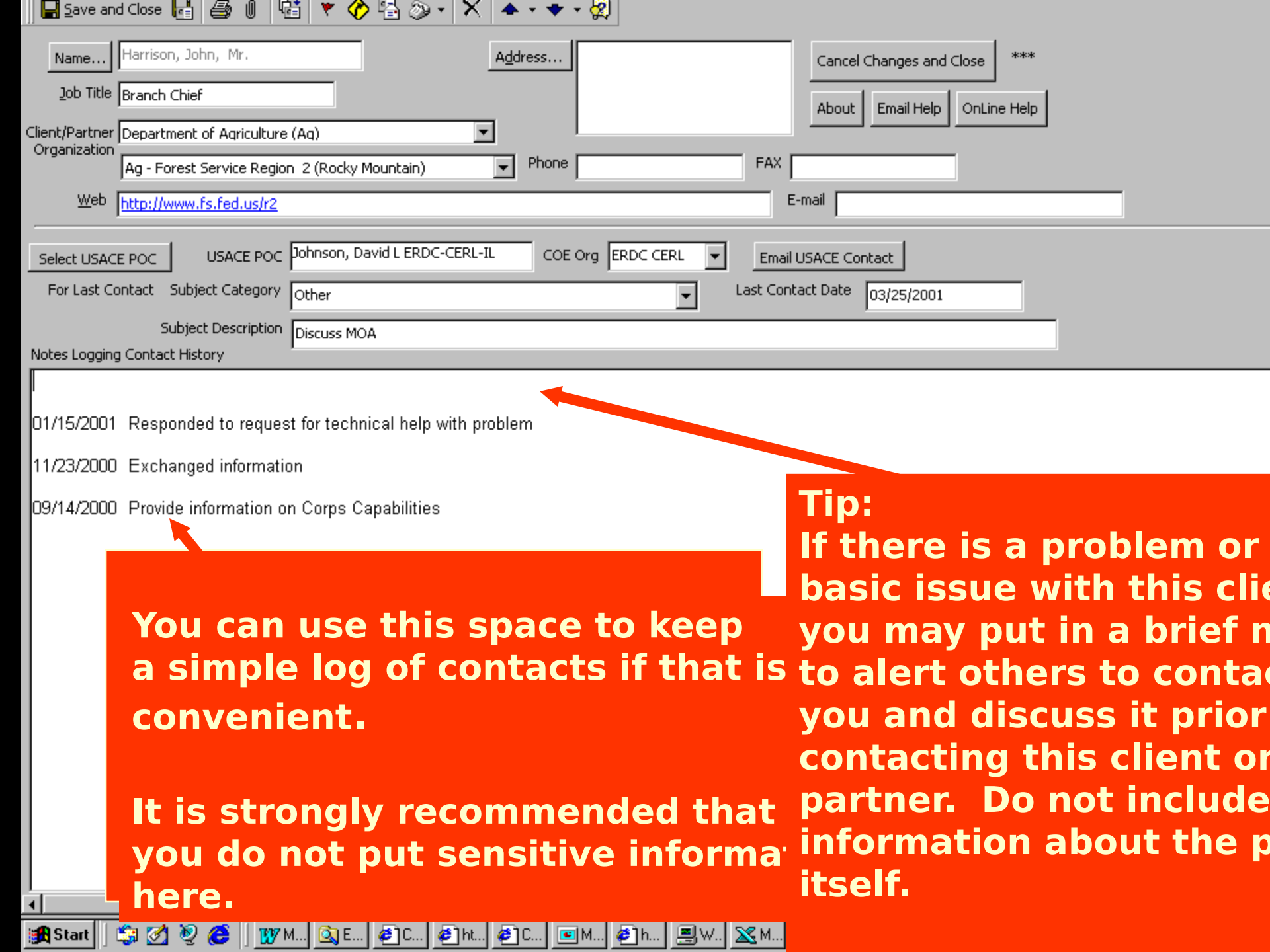
It was critical to simplify the org. levels and structure! The pattern is: HQ, major units (e.g. Regions) & Other. Other includes small field offices, labs, etc.

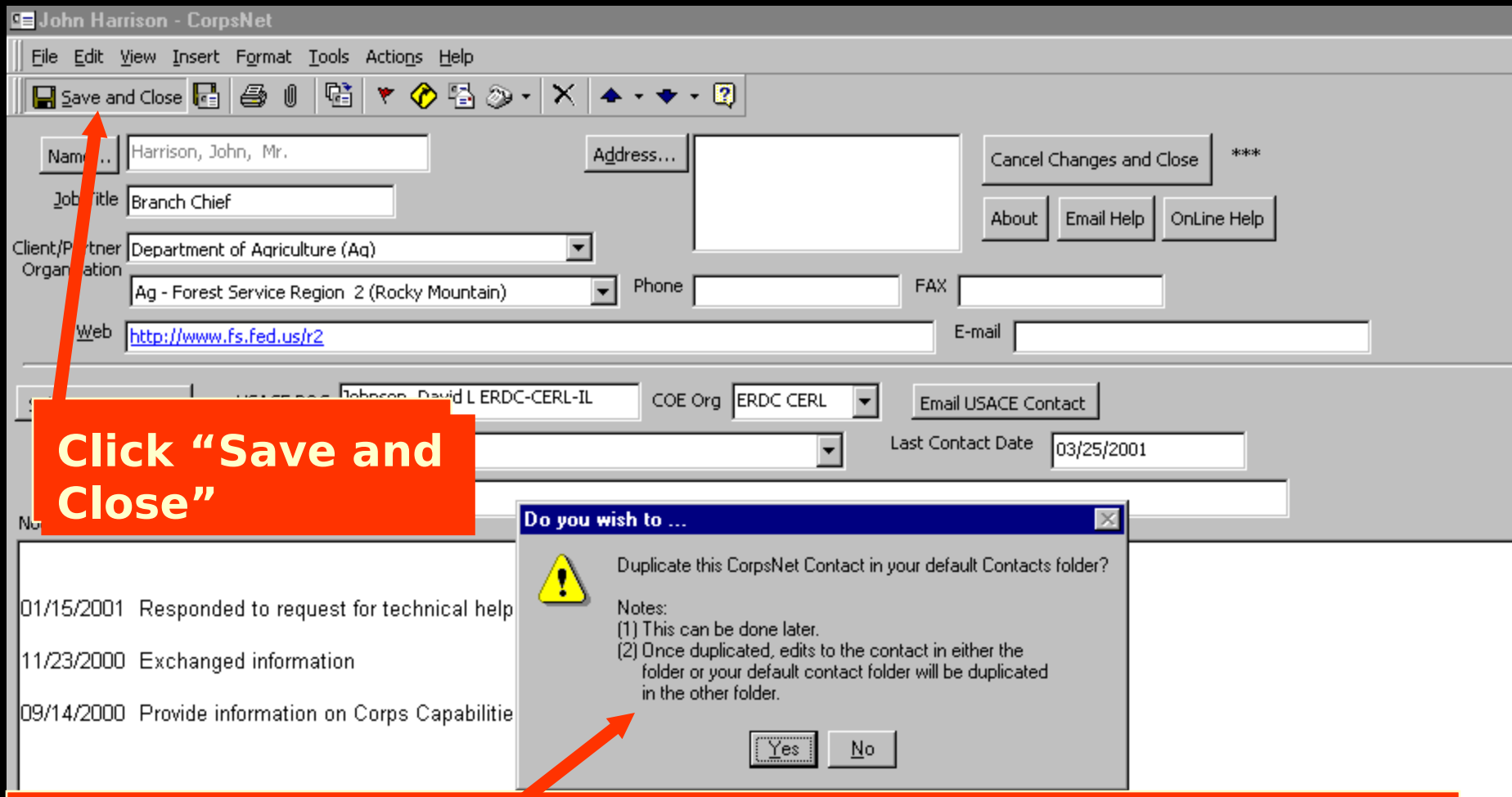

John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Department of Agriculture (Ag)
Ag - Forest Service Region 2 (Rocky Mountain)
Phone
FAX
Web
http://www.fs.fed.us/r2
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Subject Description
Notes Logging Contact History
ERDC CERL Construction Engineering Research Lab
ERDC CRREL Cold Regions Research and Eng. Lab
ERDC ITL Information Technology Laboratory
ERDC ETL Environmental Technology Laboratory
ERDC GSL Geotechnical and Structures Lab
ERDC TEC Topographic Engineering Center
HNC Huntsville Engineering & Support Center
IWR Institute for Water Resources
Although the computer tries to enter the correct USACE Org, be sure to check it. If no correct, click here and select the correct value.*
*If the value is not correct, it is because your entry in X.500 is incorrect. Be sure to check your office symbol there and send the correct one to the person wh maintains it for your org.


John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Department of Agriculture (Ag)
Ag - Forest Service Region 2 (Rocky Mountain)
Phone
FAX
Web
http://www.fs.fed.us/r2
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Last Contact Date
03/25/2001
Subject Description
Notes Logging Contact History
Client Inquiry (authorities/funding)
Client inquiry (engineering/technical)
Information exchange
Listening session
Periodic project meeting
Potential project/work
Presentation of Corps capabilities
Relationship building
To fill in the “Subject” for the last contact, click here and pick one from the list.


John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Department of Agriculture (Ag)
Ag - Forest Service Region 2 (Rocky Mountain)
Phone
FAX
Web
http://www.fs.fed.us/r2
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Other
Last Contact Date
03/25/2001
Subject Description
Discuss MOA
Notes Logging Contact History
Optional: if you don't find one
on the list that works well, sele
"Other" and then write a
description in this box. You ca
always write a short phrase in
this box to clarify if you like.


John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Department of Agriculture (Ag)
Ag - Forest Service Region 2 (Rocky Mountain)
Phone
FAX
Web
http://www.fs.fed.us/r2
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Other
Last Contact Date
03/25/2001
Subject Description
Discuss MOA
Notes Logging Contact History
01/15/2001 Responded to request for technical help with problem
11/23/2000 Exchanged information
09/14/2000 Provide information on Corps Capabilities
The default value for the date is today's date.
It is updated automatical each time you change the subject.

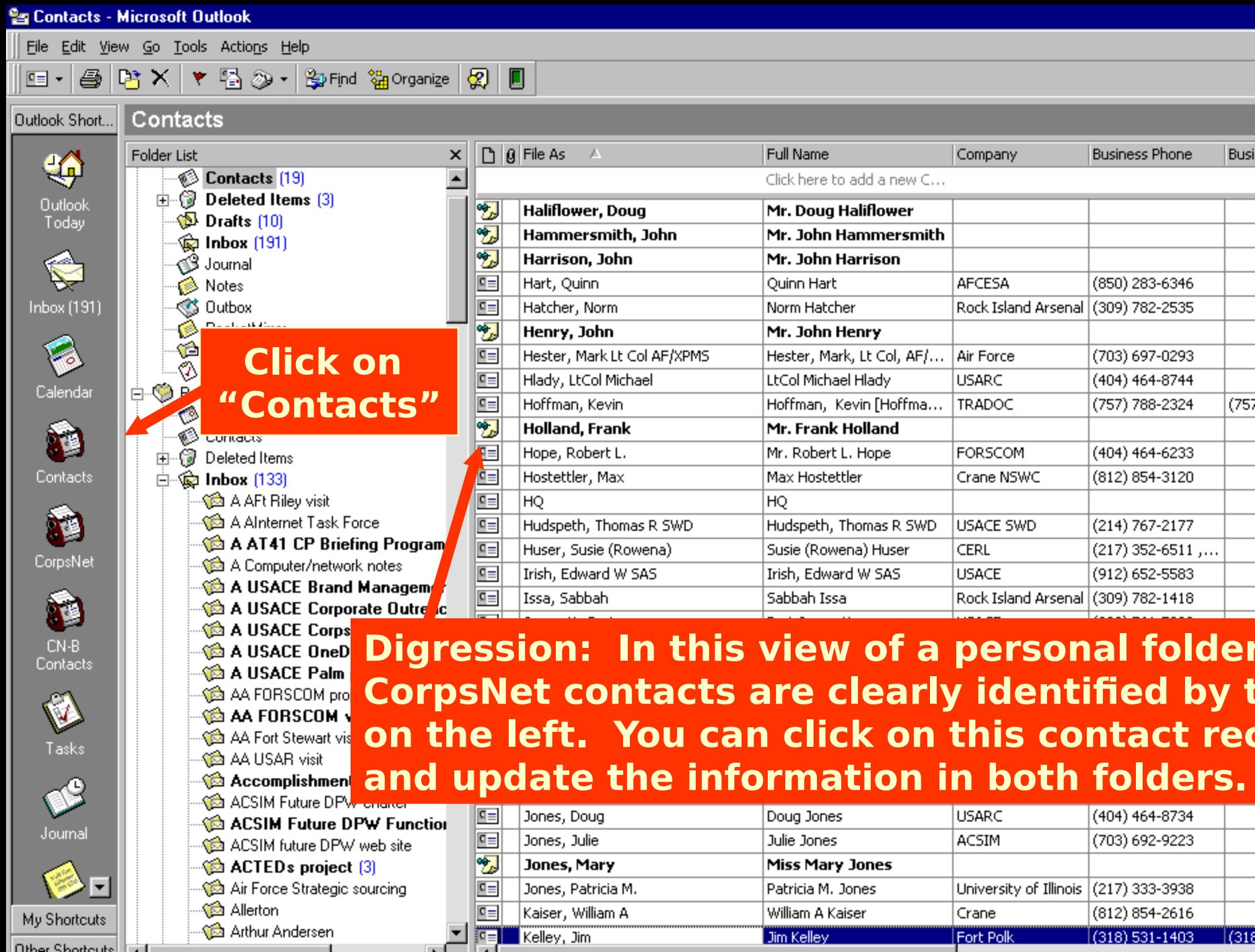

Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Department of Agriculture (Ag)
Ag - Forest Service Region 2 (Rocky Mountain)
Phone
FAX
Web
http://www.fs.fed.us/r2
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Other
Last Contact Date
03/25/2001
Subject Description
Discuss MOA
Notes Logging Contact History
01/15/2001 Responded to request for technical help with problem
11/23/2000 Exchanged information
09/14/2000 Provide information on Corps Capabilities
You can use this space to keep a simple log of contacts if that is convenient.
It is strongly recommended that you do not put sensitive informa here.
Tip:
If there is a problem or basic issue with this clie you may put in a brief n to alert others to contac you and discuss it prior contacting this client or partner. Do not include information about the p itself.
Start



Click "Save and Close"

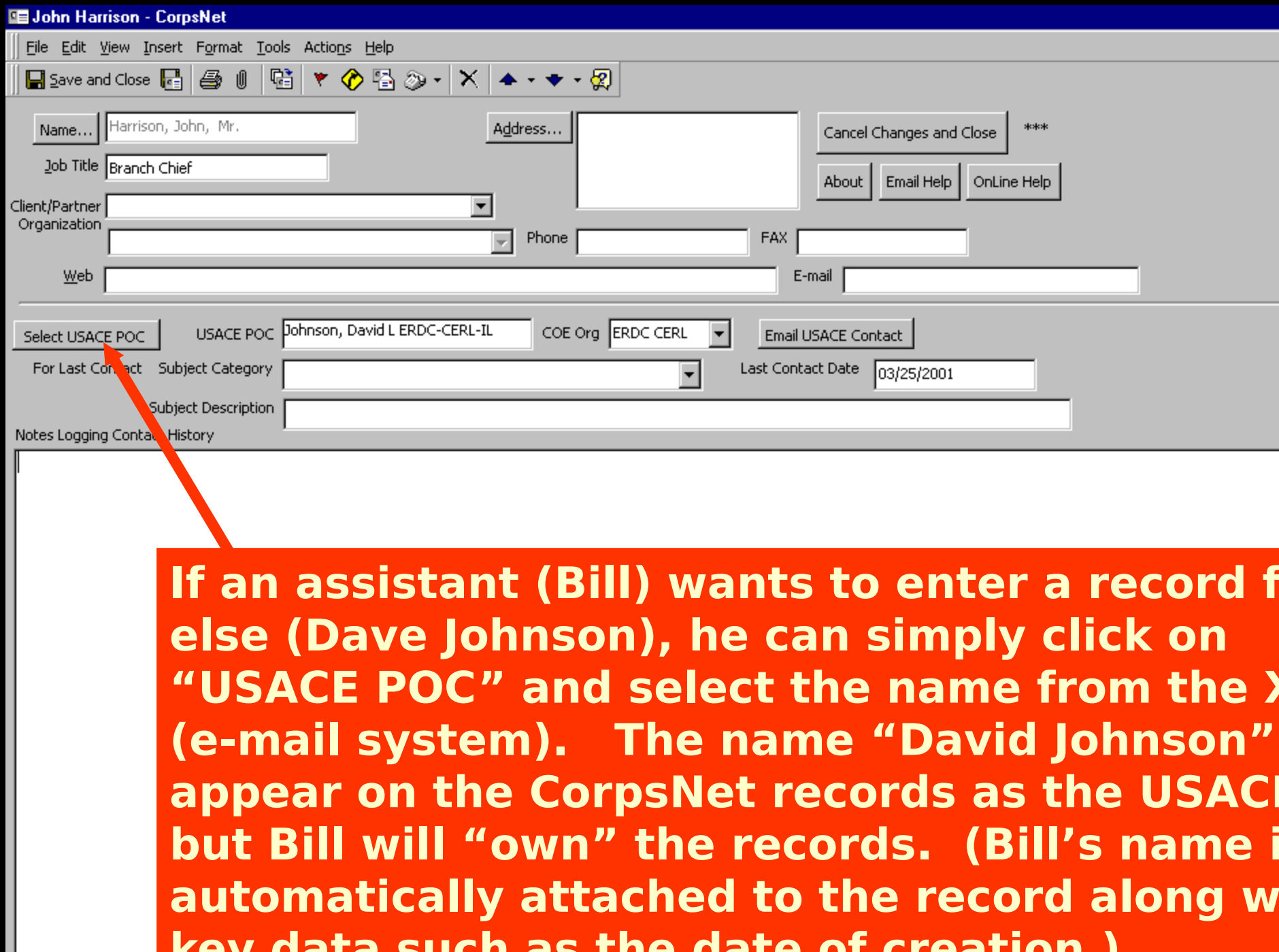
CorpsNet offers you the option of saving your CorpsNet co in your personal contacts folder that came with Outlook.

This is very convenient for maintaining your contacts up to date. Any change made in either folder automatically updates the value in the other one. So you can go to your personal contacts folde and easily find your CorpsNet contacts to update them.


Contacts - Microsoft Outlook
File Edit View Go Tools Actions Help
Find Organize
Outlook Short...
Contacts
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Folder List
Contacts (19)
Deleted Items (3)
Drafts (10)
Inbox (191)
Journal
Notes
Outbox
Deleted Items
Inbox (133)
A AFt Riley visit
A AInternet Task Force
A AT41 CP Briefing Program
A Computer/network notes
A USACE Brand Management
A USACE Corporate Outreac
A USACE Corps
A USACE OneD
A USACE Palm
AA FORSCOM pro
AA FORSCOM v
AA Fort Stewart vis
AA USAR visit
Accomplishment
ACSIM Future DPW
ACSIM Future DPW Functio
ACSIM future DPW web site
ACTEDs project (3)
Air Force Strategic sourcing
Allerton
Arthur Andersen
Click on "Contacts"
File As
Full Name
Company
Business Phone
Click here to add a new C...
Haliflower, Doug
Mr. Doug Haliflower
Hammersmith, John
Mr. John Hammersmith
Harrison, John
Mr. John Harrison
Hart, Quinn
Quinn Hart
AFCESA
(850) 283-6346
Hatcher, Norm
Norm Hatcher
Rock Island Arsenal
(309) 782-2535
Henry, John
Mr. John Henry
Hester, Mark Lt Col AF/XPMS
Hester, Mark, Lt Col, AF/...
Air Force
(703) 697-0293
Hlady, LtCol Michael
LtCol Michael Hlady
USARC
(404) 464-8744
Hoffman, Kevin
Hoffman, Kevin [Hoffma...
TRADOC
(757) 788-2324
Holland, Frank
Mr. Frank Holland
Hope, Robert L.
Mr. Robert L. Hope
FORSCOM
(404) 464-6233
Hostettler, Max
Max Hostettler
Crane NSWC
(812) 854-3120
HQ
HQ
Hudspeth, Thomas R SWD
Hudspeth, Thomas R SWD
USACE SWD
(214) 767-2177
Huser, Susie (Rowena)
Susie (Rowena) Huser
CERL
(217) 352-6511 ,...
Irish, Edward W SAS
Irish, Edward W SAS
USACE
(912) 652-5583
Issa, Sabbah
Sabbah Issa
Rock Island Arsenal
(309) 782-1418
Digression: In this view of a personal folder
CorpsNet contacts are clearly identified by t
on the left. You can click on this contact rec
and update the information in both folders.
Jones, Doug
Doug Jones
USARC
(404) 464-8734
Jones, Julie
Julie Jones
ACSIM
(703) 692-9223
Jones, Mary
Miss Mary Jones
Jones, Patricia M.
Patricia M. Jones
University of Illinois
(217) 333-3938
Kaiser, William A
William A Kaiser
Crane
(812) 854-2616
Kelley, Jim
Jim Kelley
Fort Polk
(318) 531-1403

Special: Can I have my assistant, Bill, enter my contacts?

- **Yes, there are two possibilities.**
- 1. While you are gone to a meeting, Bill can sit at your desktop (where you are logged in) and enter contacts. You will then “own” those and can edit them in the future.
- 2. Bill can enter the contacts at his desktop (where he is logged in under his own name). Bill will “own” the contact records and only Bill can edit them. See next page.


John Harrison - CorpsNet
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Harrison, John, Mr.
Address...
Cancel Changes and Close
***
Job Title
Branch Chief
About
Email Help
OnLine Help
Client/Partner Organization
Phone
FAX
Web
E-mail
Select USACE POC
USACE POC
Johnson, David L ERDC-CERL-IL
COE Org
ERDC CERL
Email USACE Contact
For Last Contact
Subject Category
Last Contact Date
03/25/2001
Subject Description
Notes Logging Contact History
If an assistant (Bill) wants to enter a record f
else (Dave Johnson), he can simply click on
“USACE POC” and select the name from the X
(e-mail system). The name “David Johnson”
appear on the CorpsNet records as the USAC
but Bill will “own” the records. (Bill’s name i
automatically attached to the record along w

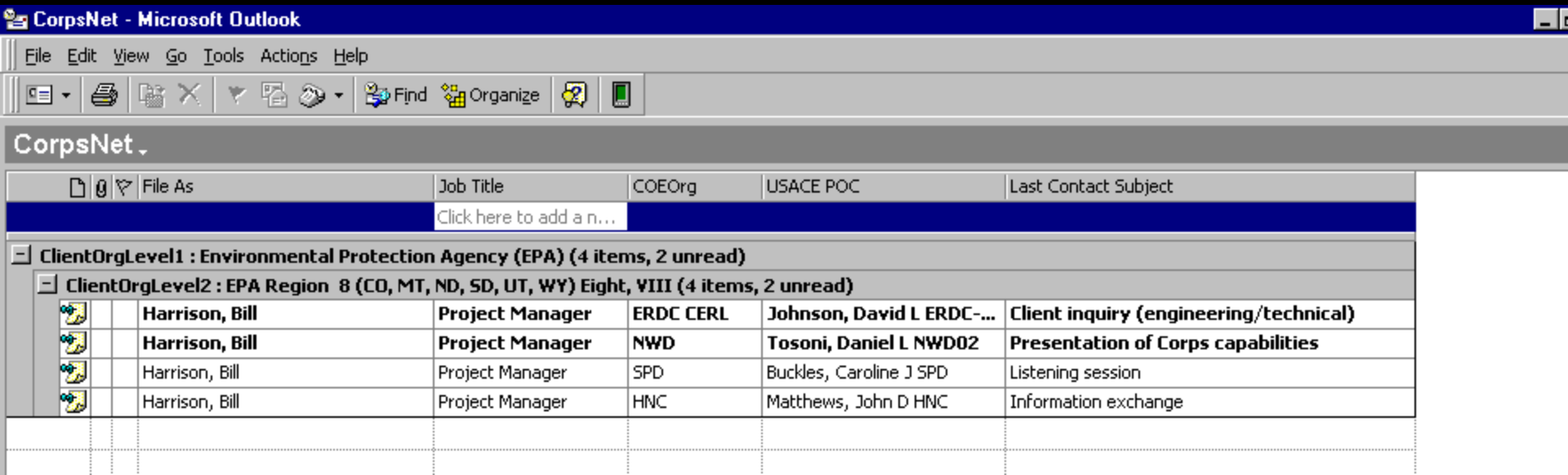
Question: Can there be more than one USACE POC for a particular client/partner?

- **Certainly. In fact, we hope we will have several USACE POC's listed and those people will work together as a team.**

- **Many of our client and partner organizations cross the boundaries of our districts and divisions. So it is important to have a tool to help identify other USACE POC's with whom to network.**

Example

- Below is an example: EPA Region 8 overlaps NWD and SPD.
- There are four USACE POC's for one Client/partner POC in Region 8.



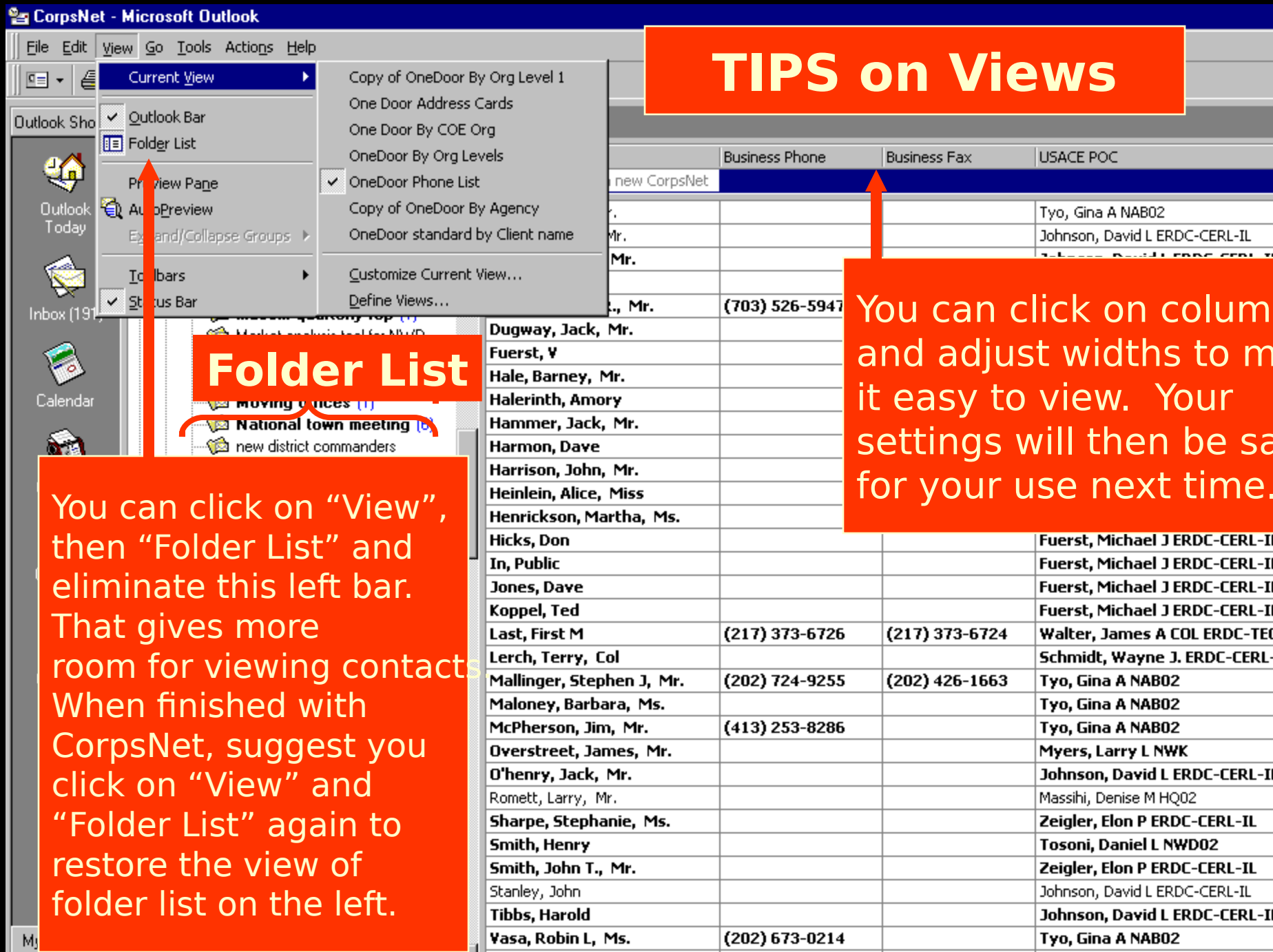
File As	Job Title	COEOrg	USACE POC	Last Contact Subject
	Click here to add a n...			
ClientOrgLevel1 : Environmental Protection Agency (EPA) (4 items, 2 unread)				
ClientOrgLevel2 : EPA Region 8 (CO, MT, ND, SD, UT, WY) Eight, VIII (4 items, 2 unread)				
Harrison, Bill	**Project Manager**	**ERDC CERL**	**Johnson, David L ERDC-...**	**Client inquiry (engineering/technical)**
Harrison, Bill	**Project Manager**	**NWD**	**Tosoni, Daniel L NWD02**	**Presentation of Corps capabilities**
Harrison, Bill	Project Manager	SPD	Buckles, Caroline J SPD	Listening session
Harrison, Bill	Project Manager	HNC	Matthews, John D HNC	Information exchange

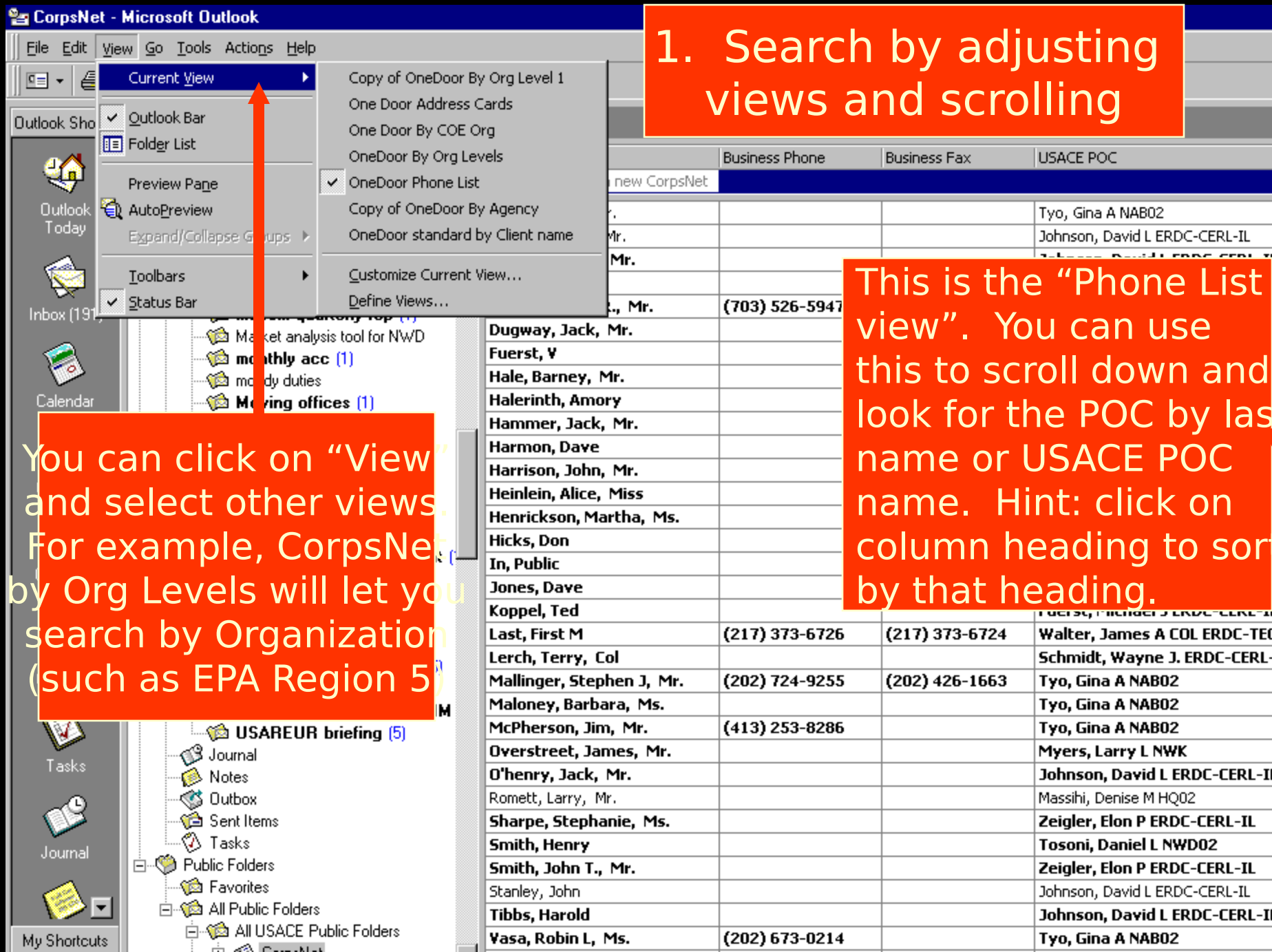
Outline

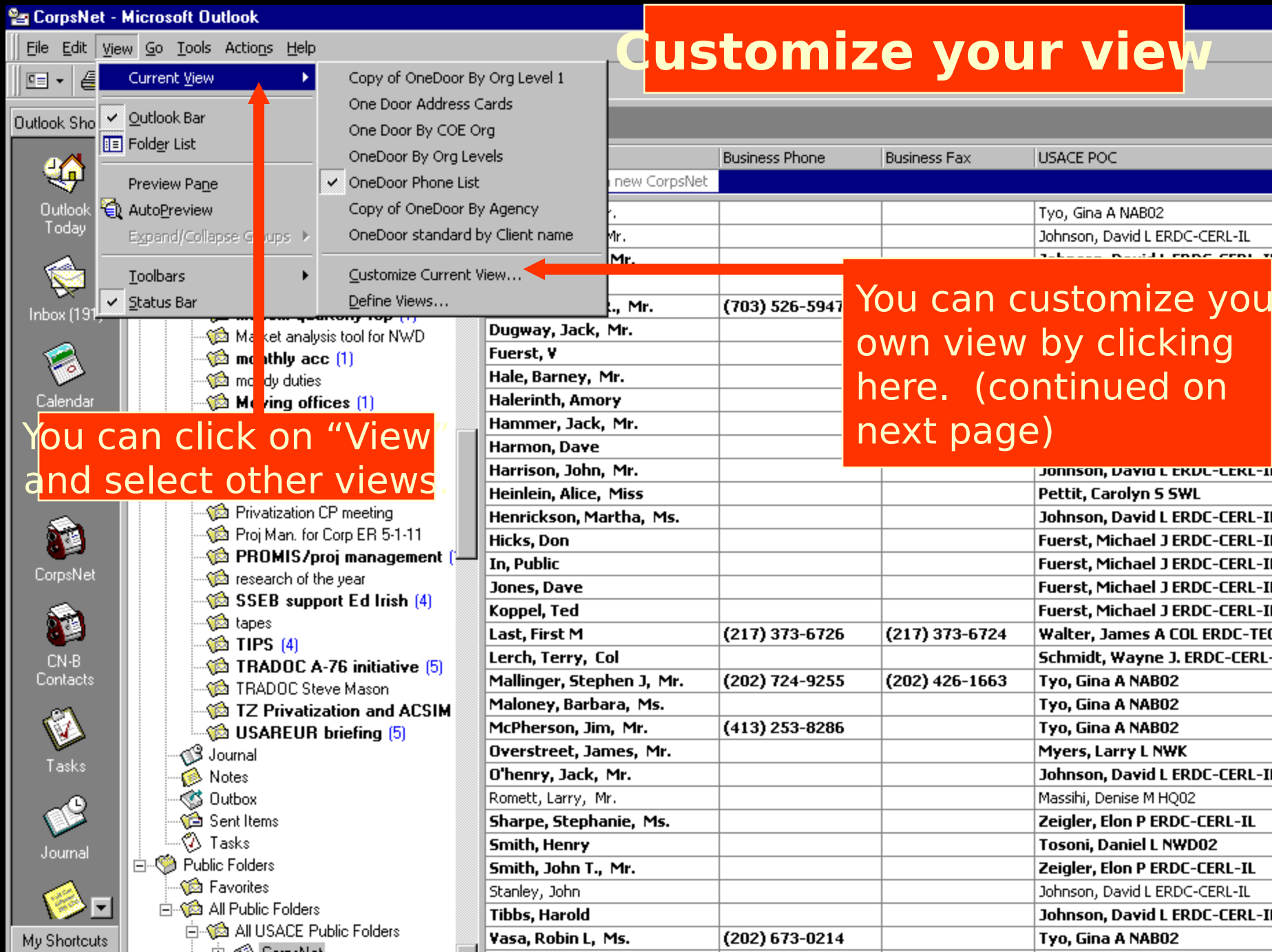
- **Getting Started with CorpsNet**
  - Where to find the public folder
  - How to set up a shortcut
- **Entering Contacts**
- **Searching for Contacts**
  - Views
  - Search by name of contact
  - Advanced search by other information
- **How to Contact the USACE POC**
  - By phone
  - By e-mail

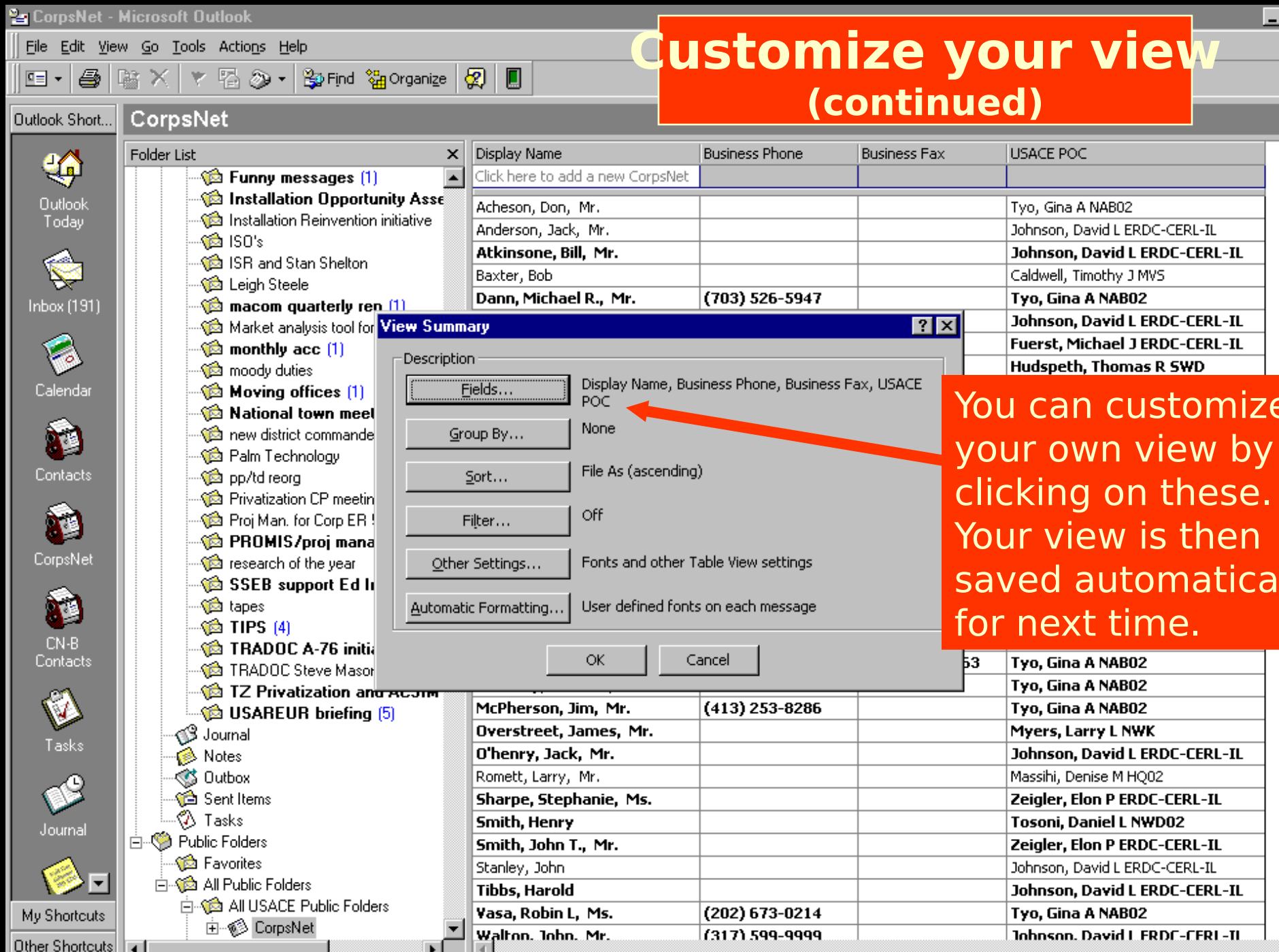
Searching for Contacts

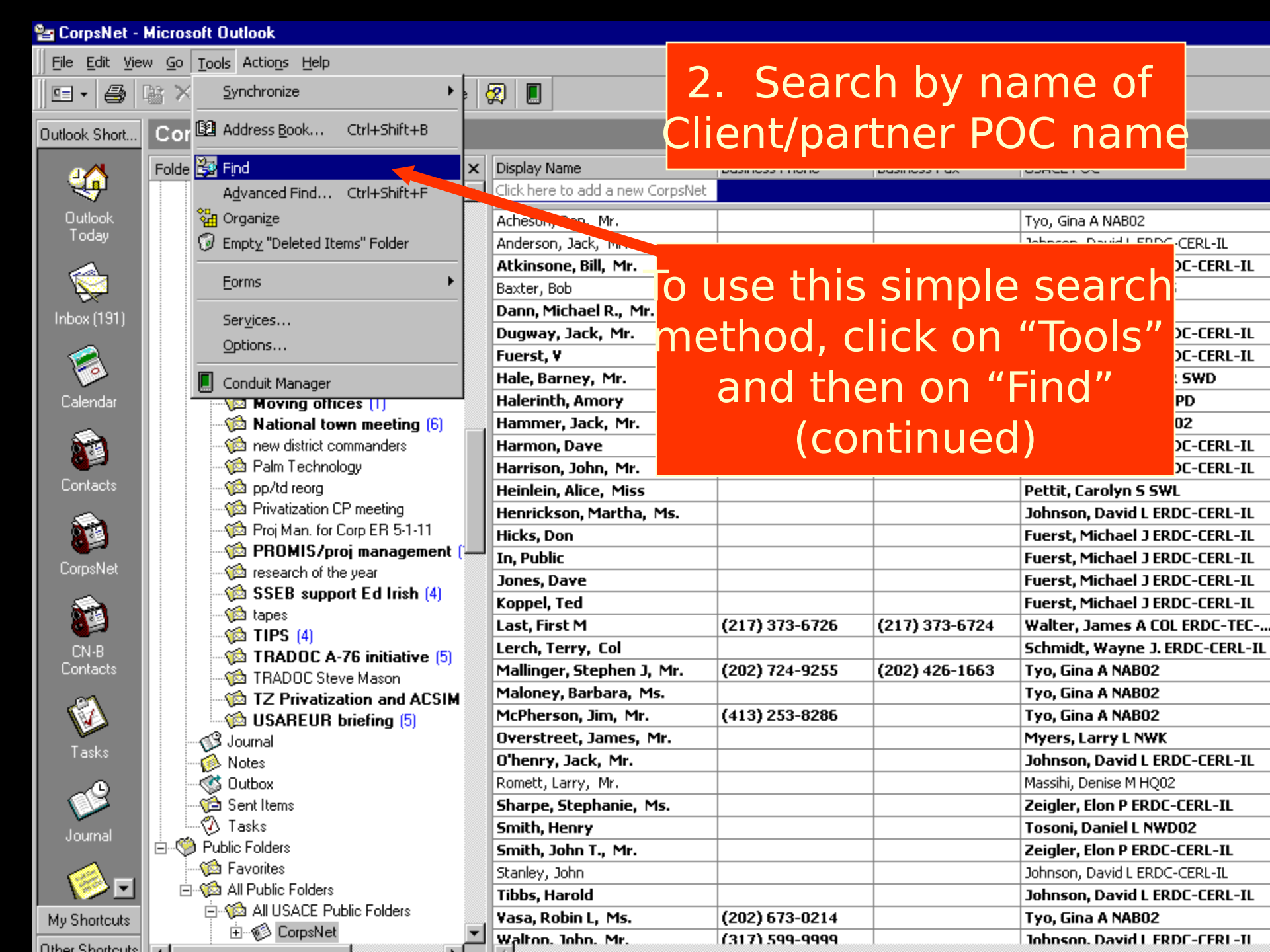
- **Key concept:**
  - 1. Prior to contacting a client or partner, check in CorpsNet to find one or more USACE POC's for that client or partner.
  - 2. Then phone or e-mail the USACE POC and coordinate with them, share information about the client or partner, and work as a team.
- **Searching CorpsNet: 3 ways**
  - 1. Adjust views and look for contacts by scrolling through the list
  - 2. Simple search for client or partner POC by name
  - 3. Advanced search: very powerful, flexible technique with many options

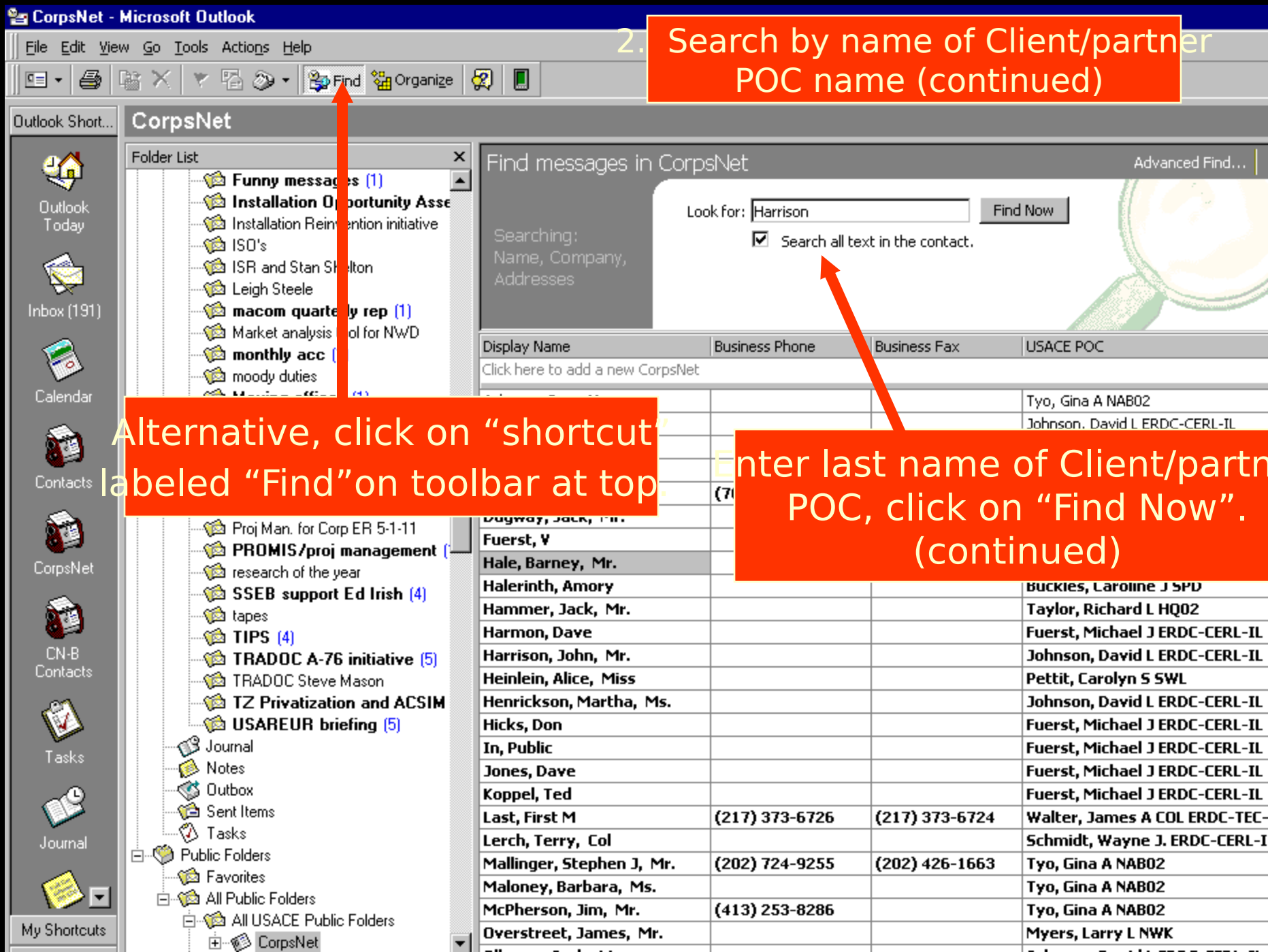

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Current View
Outlook Bar
Folder List
Preview Pane
AutoPreview
Expand/Collapse Groups
Toolbars
Status Bar
Copy of OneDoor By Org Level 1
One Door Address Cards
One Door By COE Org
OneDoor By Org Levels
OneDoor Phone List
Copy of OneDoor By Agency
OneDoor standard by Client name
Customize Current View...
Define Views...
TIPS on Views
Folder List
You can click on “View”, then “Folder List” and eliminate this left bar. That gives more room for viewing contacts. When finished with CorpsNet, suggest you click on “View” and “Folder List” again to restore the view of folder list on the left.
You can click on colum and adjust widths to m it easy to view. Your settings will then be sa for your use next time.
Outlook Today
Inbox (191)
Calendar
National town meeting
new district commanders
Business Phone
Business Fax
USACE POC
Dugway, Jack, Mr.
Fuerst, W
Hale, Barney, Mr.
Halerinth, Amory
Hammer, Jack, Mr.
Harmon, Dave
Harrison, John, Mr.
Heinlein, Alice, Miss
Henrickson, Martha, Ms.
Hicks, Don
In, Public
Jones, Dave
Koppel, Ted
Last, First M
Lerch, Terry, Col
Mallinger, Stephen J, Mr.
Maloney, Barbara, Ms.
McPherson, Jim, Mr.
Overstreet, James, Mr.
O'henry, Jack, Mr.
Romett, Larry, Mr.
Sharpe, Stephanie, Ms.
Smith, Henry
Smith, John T., Mr.
Stanley, John
Tibbs, Harold
Vasa, Robin L, Ms.
(703) 526-5947
(217) 373-6726
(217) 373-6724
(202) 724-9255
(202) 426-1663
(413) 253-8286
(202) 673-0214
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-I
Walter, James A COL ERDC-TE
Schmidt, Wayne J. ERDC-CERL-
Tyo, Gina A NAB02
Myers, Larry L NWK
Johnson, David L ERDC-CERL-I
Massihi, Denise M HQ02
Zeigler, Elon P ERDC-CERL-IL
Tosoni, Daniel L NWD02
Zeigler, Elon P ERDC-CERL-IL
Johnson, David L ERDC-CERL-IL
Johnson, David L ERDC-CERL-I
Tyo, Gina A NAB02

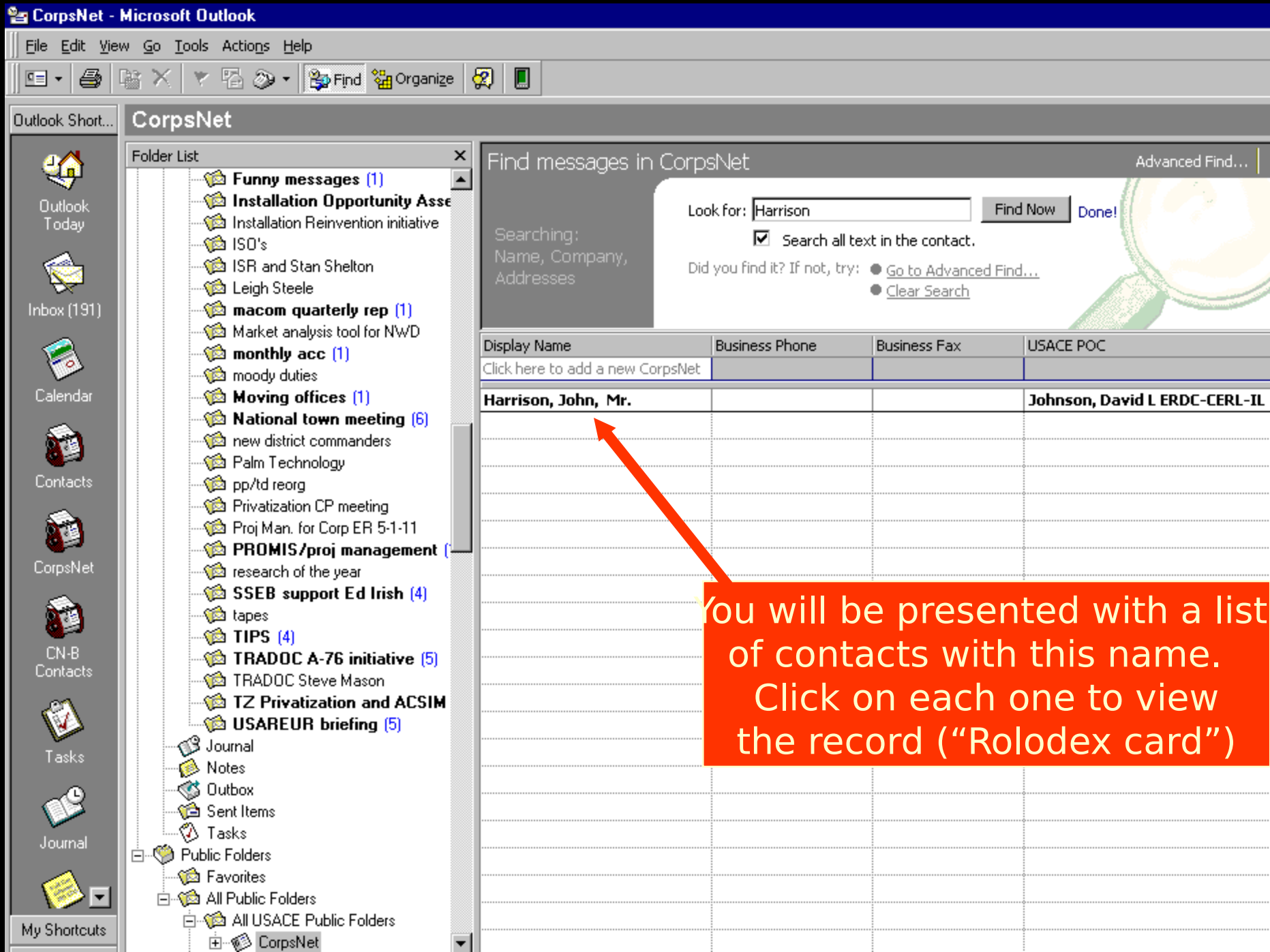

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Current View
Outlook Bar
Folder List
Preview Pane
AutoPreview
Expand/Collapse Groups
Toolbars
Status Bar
Copy of OneDoor By Org Level 1
One Door Address Cards
One Door By COE Org
OneDoor By Org Levels
OneDoor Phone List
Copy of OneDoor By Agency
OneDoor standard by Client name
Customize Current View...
Define Views...
1. Search by adjusting views and scrolling
You can click on "View" and select other views. For example, CorpsNet by Org Levels will let you search by Organization (such as EPA Region 5)
This is the "Phone List view". You can use this to scroll down and look for the POC by last name or USACE POC name. Hint: click on column heading to sort by that heading.
Outlook Today
Inbox
Calendar
Tasks
Journal
My Shortcuts
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
USAREUR briefing (5)
Business Phone
Business Fax
USACE POC
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Dugway, Jack, Mr.
Fuerst, ¥
Hale, Barney, Mr.
Halerinth, Amory
Hammer, Jack, Mr.
Harmon, Dave
Harrison, John, Mr.
Heinlein, Alice, Miss
Henrickson, Martha, Ms.
Hicks, Don
In, Public
Jones, Dave
Koppel, Ted
Last, First M (217) 373-6726 (217) 373-6724 Walter, James A COL ERDC-TE
Lerch, Terry, Col Schmidt, Wayne J. ERDC-CERL-
Mallinger, Stephen J, Mr. (202) 724-9255 (202) 426-1663 Tyo, Gina A NAB02
Maloney, Barbara, Ms. Tyo, Gina A NAB02
McPherson, Jim, Mr. (413) 253-8286 Tyo, Gina A NAB02
Overstreet, James, Mr. Myers, Larry L NWK
O'henry, Jack, Mr. Johnson, David L ERDC-CERL-I
Romett, Larry, Mr. Massihi, Denise M HQ02
Sharpe, Stephanie, Ms. Zeigler, Elon P ERDC-CERL-IL
Smith, Henry Tosoni, Daniel L NWD02
Smith, John T., Mr. Zeigler, Elon P ERDC-CERL-IL
Stanley, John Johnson, David L ERDC-CERL-IL
Tibbs, Harold Johnson, David L ERDC-CERL-I
Vasa, Robin L, Ms. (202) 673-0214 Tyo, Gina A NAB02

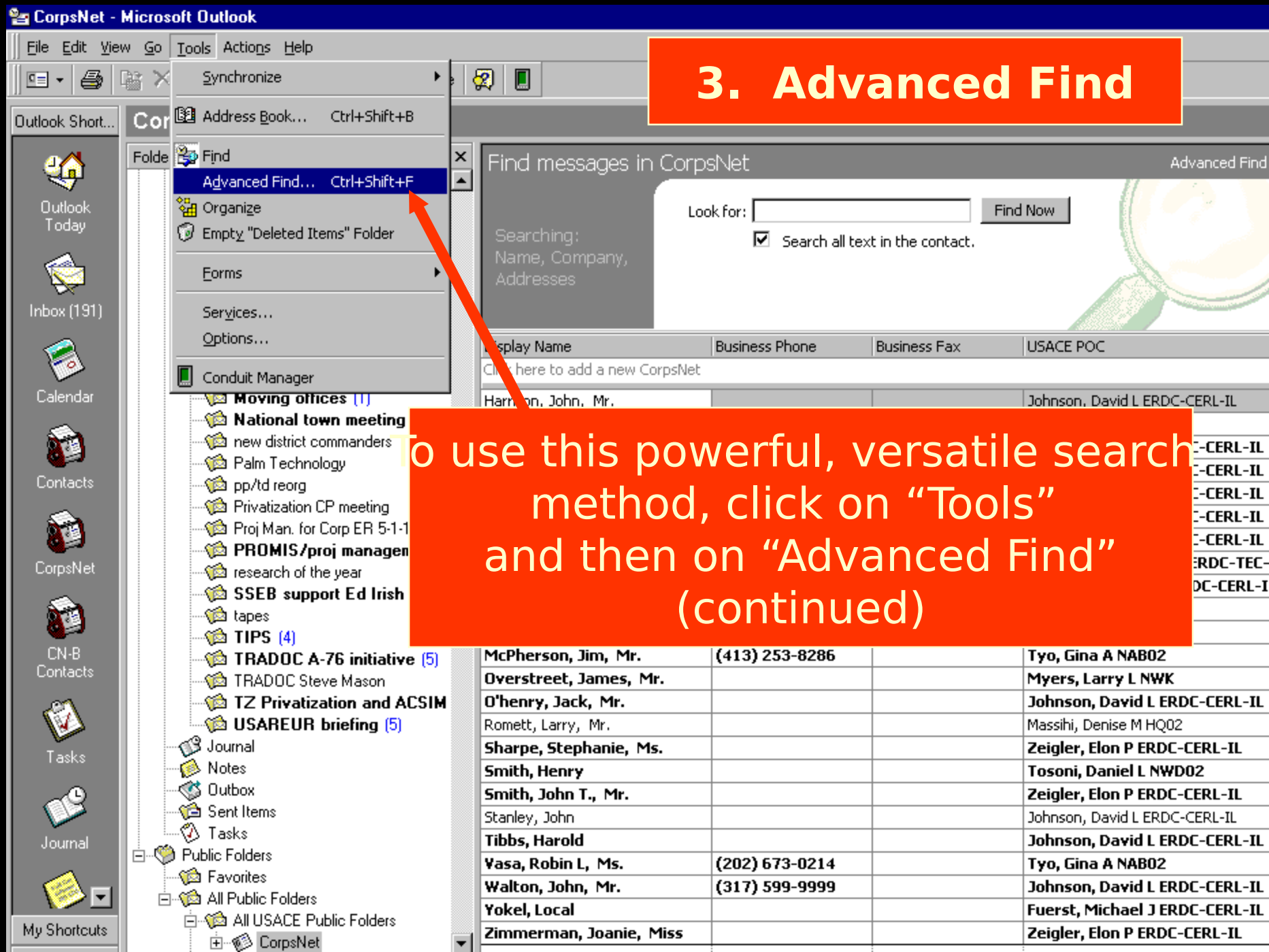

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Current View
Outlook Bar
Folder List
Preview Pane
AutoPreview
Expand/Collapse Groups
Toolbars
Status Bar
Copy of OneDoor By Org Level 1
One Door Address Cards
One Door By COE Org
OneDoor By Org Levels
OneDoor Phone List
Copy of OneDoor By Agency
OneDoor standard by Client name
Customize Current View...
Define Views...
Customize your view
You can click on "View" and select other views
You can customize your own view by clicking here. (continued on next page)
Outlook Today
Inbox
Calendar
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Business Phone
Business Fax
USACE POC
Dugway, Jack, Mr.
Fuerst, W
Hale, Barney, Mr.
Halerinth, Amory
Hammer, Jack, Mr.
Harmon, Dave
Harrison, John, Mr.
Heinlein, Alice, Miss
Henrickson, Martha, Ms.
Hicks, Don
In, Public
Jones, Dave
Koppel, Ted
Last, First M
Lerch, Terry, Col
Mallinger, Stephen J, Mr.
Maloney, Barbara, Ms.
McPherson, Jim, Mr.
Overstreet, James, Mr.
O'henry, Jack, Mr.
Romett, Larry, Mr.
Sharpe, Stephanie, Ms.
Smith, Henry
Smith, John T., Mr.
Stanley, John
Tibbs, Harold
Vasa, Robin L, Ms.
(703) 526-5947
(217) 373-6726
(217) 373-6724
(202) 724-9255
(202) 426-1663
(413) 253-8286
(202) 673-0214
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Pettit, Carolyn S SWL
Walter, James A COL ERDC-TE
Schmidt, Wayne J. ERDC-CERL-
Myers, Larry L NWK
Massihi, Denise M HQ02
Zeigler, Elon P ERDC-CERL-IL
Tosoni, Daniel L NWD02
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
PROMIS/proj management
SSEB support Ed Irish (4)
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
research of the year
tapes

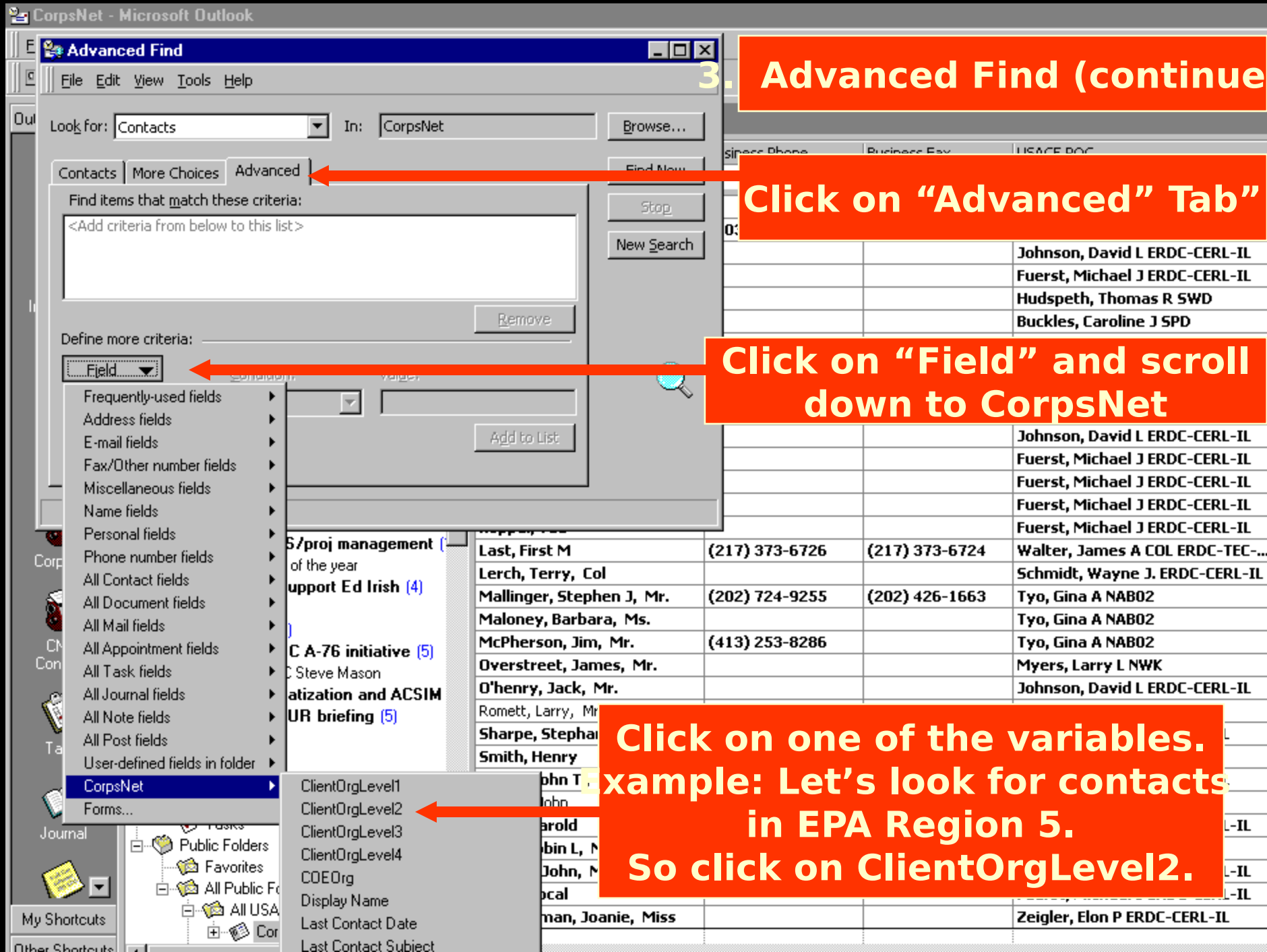

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find Organize
Customize your view
(continued)
Outlook Short...
CorpsNet
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Other Shortcuts
Folder List
Funny messages (1)
Installation Opportunity Asse
Installation Reinvention initiative
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly ren (1)
Market analysis tool for
monthly acc (1)
moody duties
Moving offices (1)
National town meet
new district commande
Palm Technology
pp/td reorg
Privatization CP meetin
Proj Man. for Corp ER !
PROMIS/proj mana
research of the year
SSEB support Ed I
tapes
TIPS (4)
TRADOC A-76 initi
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Acheson, Don, Mr.
Tyo, Gina A NAB02
Anderson, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Atkinsone, Bill, Mr.
Johnson, David L ERDC-CERL-IL
Baxter, Bob
Caldwell, Timothy J MVS
Dann, Michael R., Mr.
(703) 526-5947
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Hudspeth, Thomas R SWD
Tyo, Gina A NAB02
Tyo, Gina A NAB02
McPherson, Jim, Mr.
(413) 253-8286
Tyo, Gina A NAB02
Overstreet, James, Mr.
Myers, Larry L NWK
O'henry, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Romett, Larry, Mr.
Massihi, Denise M HQ02
Sharpe, Stephanie, Ms.
Zeigler, Elon P ERDC-CERL-IL
Smith, Henry
Tosoni, Daniel L NWD02
Smith, John T., Mr.
Zeigler, Elon P ERDC-CERL-IL
Stanley, John
Johnson, David L ERDC-CERL-IL
Tibbs, Harold
Johnson, David L ERDC-CERL-IL
Vasa, Robin L, Ms.
(202) 673-0214
Tyo, Gina A NAB02
View Summary
Description
Fields...
Display Name, Business Phone, Business Fax, USACE POC
Group By...
None
Sort...
File As (ascending)
Filter...
Off
Other Settings...
Fonts and other Table View settings
Automatic Formatting...
User defined fonts on each message
OK
Cancel
You can customize your own view by clicking on these. Your view is then saved automatica for next time.

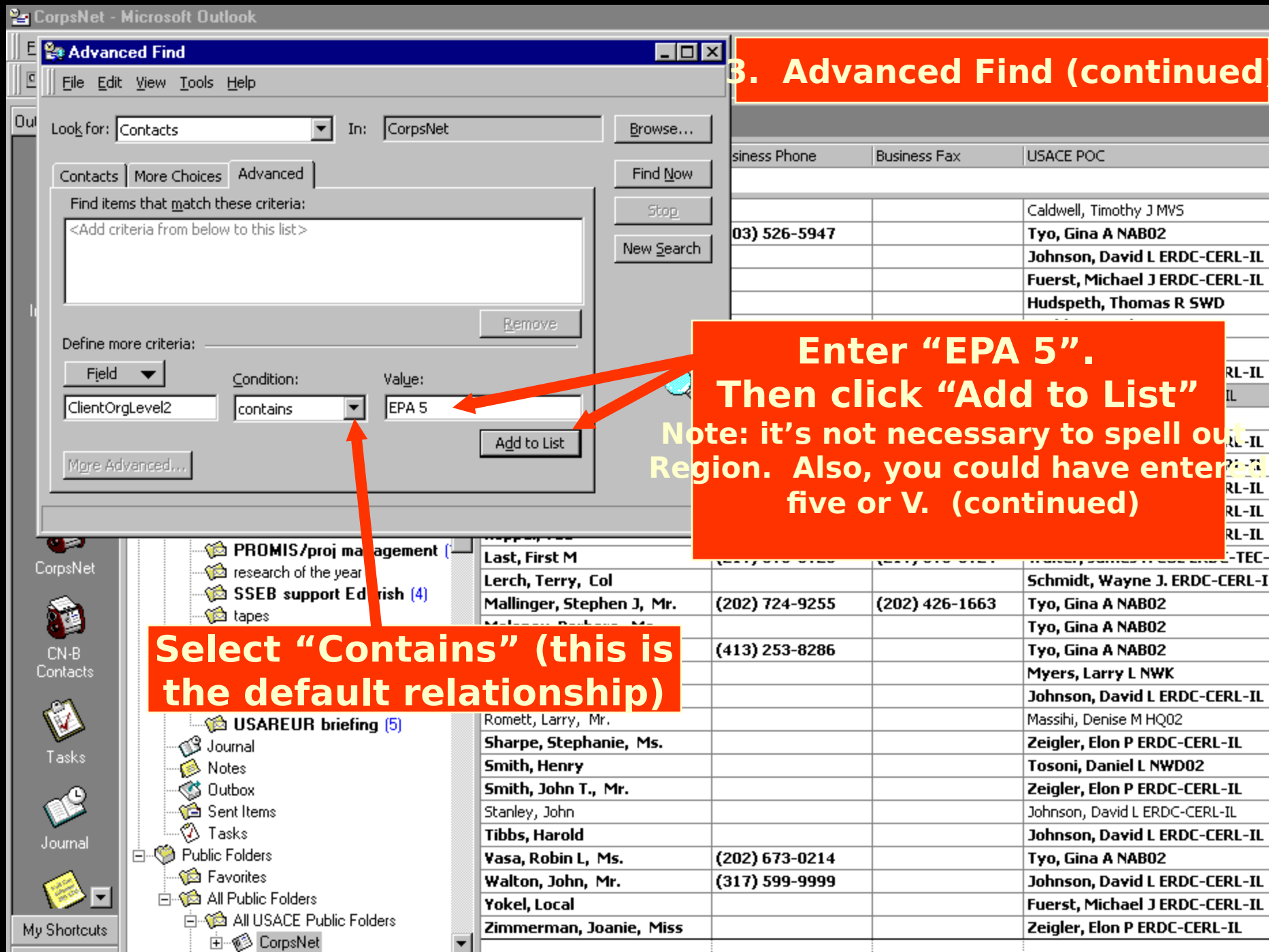

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Synchronize
Address Book... Ctrl+Shift+B
Find
Advanced Find... Ctrl+Shift+F
Organize
Empty "Deleted Items" Folder
Forms
Services...
Options...
Conduit Manager
2. Search by name of Client/partner POC name
To use this simple search method, click on “Tools” and then on “Find” (continued)
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Display Name
Click here to add a new CorpsNet
Moving offices (1)
National town meeting (6)
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Tyo, Gina A NAB02
Atkinsone, Bill, Mr.
Baxter, Bob
Dann, Michael R., Mr.
Dugway, Jack, Mr.
Fuerst, W
Hale, Barney, Mr.
Halerinth, Amory
Hammer, Jack, Mr.
Harmon, Dave
Harrison, John, Mr.
Heinlein, Alice, Miss
Pettit, Carolyn S SWL
Henrickson, Martha, Ms.
Johnson, David L ERDC-CERL-IL
Hicks, Don
Fuerst, Michael J ERDC-CERL-IL
In, Public
Fuerst, Michael J ERDC-CERL-IL
Jones, Dave
Fuerst, Michael J ERDC-CERL-IL
Koppel, Ted
Fuerst, Michael J ERDC-CERL-IL
Last, First M
(217) 373-6726
(217) 373-6724
Walter, James A COL ERDC-TEC-...
Lerch, Terry, Col
Schmidt, Wayne J. ERDC-CERL-IL
Mallinger, Stephen J, Mr.
(202) 724-9255
(202) 426-1663
Tyo, Gina A NAB02
Maloney, Barbara, Ms.
Tyo, Gina A NAB02
McPherson, Jim, Mr.
(413) 253-8286
Tyo, Gina A NAB02
Overstreet, James, Mr.
Myers, Larry L NWK
O'henry, Jack, Mr.
Johnson, David L ERDC-CERL-IL
Romett, Larry, Mr.
Massihi, Denise M HQ02
Sharpe, Stephanie, Ms.
Zeigler, Elon P ERDC-CERL-IL
Smith, Henry
Tosoni, Daniel L NWD02
Smith, John T., Mr.
Zeigler, Elon P ERDC-CERL-IL
Stanley, John
Johnson, David L ERDC-CERL-IL
Tibbs, Harold
Johnson, David L ERDC-CERL-IL
Vasa, Robin L, Ms.
(202) 673-0214
Tyo, Gina A NAB02

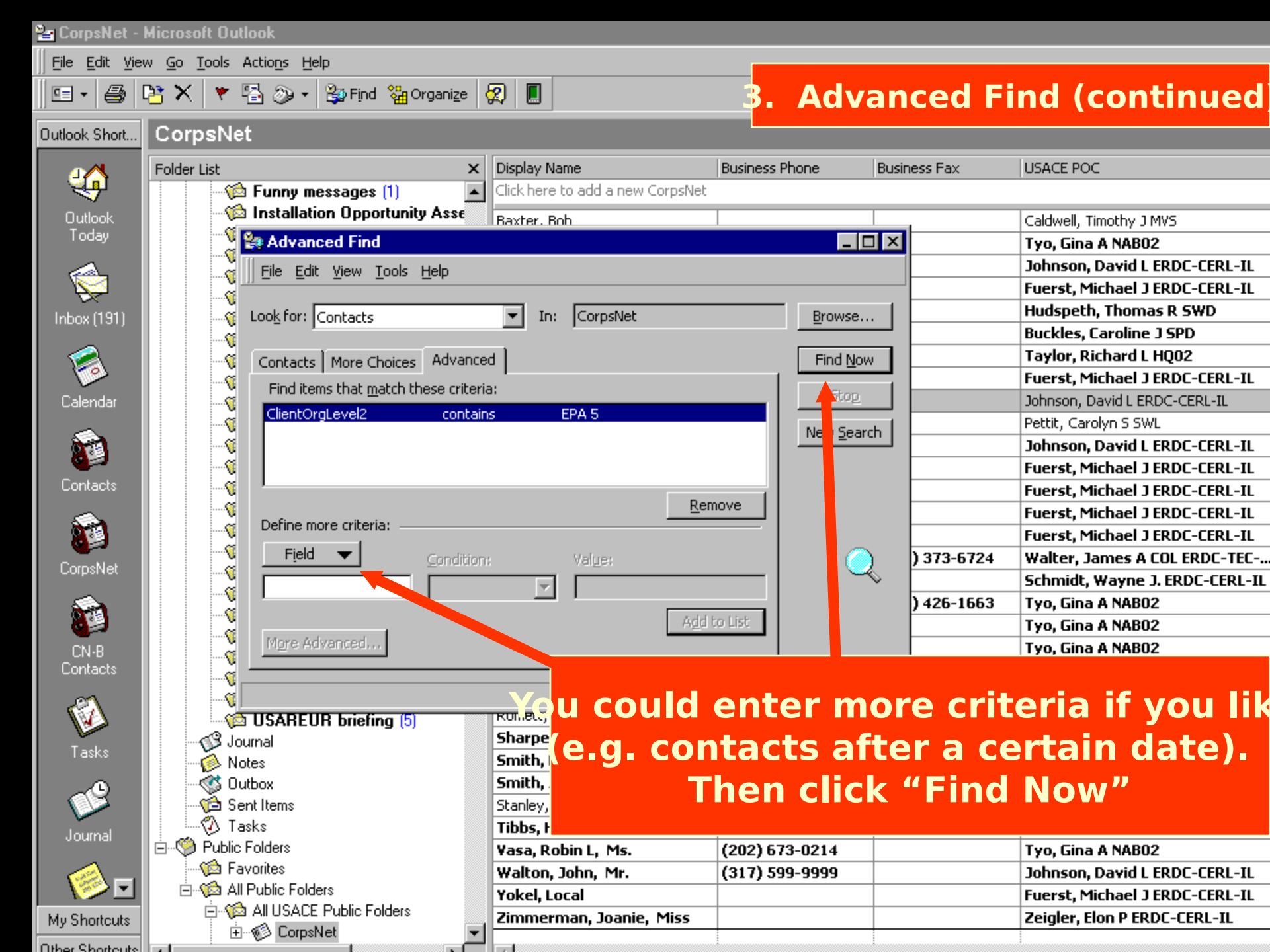

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find
Organize
2. Search by name of Client/partner POC name (continued)
Outlook Short...
CorpsNet
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Folder List
Funny messages (1)
Installation Opportunity Asse
Installation Reinvention initiative
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc
moody duties
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Find messages in CorpsNet
Advanced Find...
Searching: Name, Company, Addresses
Look for: Harrison
Find Now
Search all text in the contact.
Alternative, click on "shortcut" labeled "Find"on toolbar at top.
Enter last name of Client/partner POC, click on "Find Now". (continued)
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Fuerst, ¥
Hale, Barney, Mr.
Halerinth, Amory
Buckles, Caroline J SPD
Hammer, Jack, Mr.
Taylor, Richard L HQ02
Harmon, Dave
Fuerst, Michael J ERDC-CERL-IL
Harrison, John, Mr.
Johnson, David L ERDC-CERL-IL
Heinlein, Alice, Miss
Pettit, Carolyn S SWL
Henrickson, Martha, Ms.
Johnson, David L ERDC-CERL-IL
Hicks, Don
Fuerst, Michael J ERDC-CERL-IL
In, Public
Fuerst, Michael J ERDC-CERL-IL
Jones, Dave
Fuerst, Michael J ERDC-CERL-IL
Koppel, Ted
Fuerst, Michael J ERDC-CERL-IL
Last, First M
(217) 373-6726
(217) 373-6724
Walter, James A COL ERDC-TEC-
Lerch, Terry, Col
Schmidt, Wayne J. ERDC-CERL-I
Mallinger, Stephen J, Mr.
(202) 724-9255
(202) 426-1663
Tyo, Gina A NAB02
Maloney, Barbara, Ms.
Tyo, Gina A NAB02
McPherson, Jim, Mr.
(413) 253-8286
Tyo, Gina A NAB02
Overstreet, James, Mr.
Myers, Larry L NWK

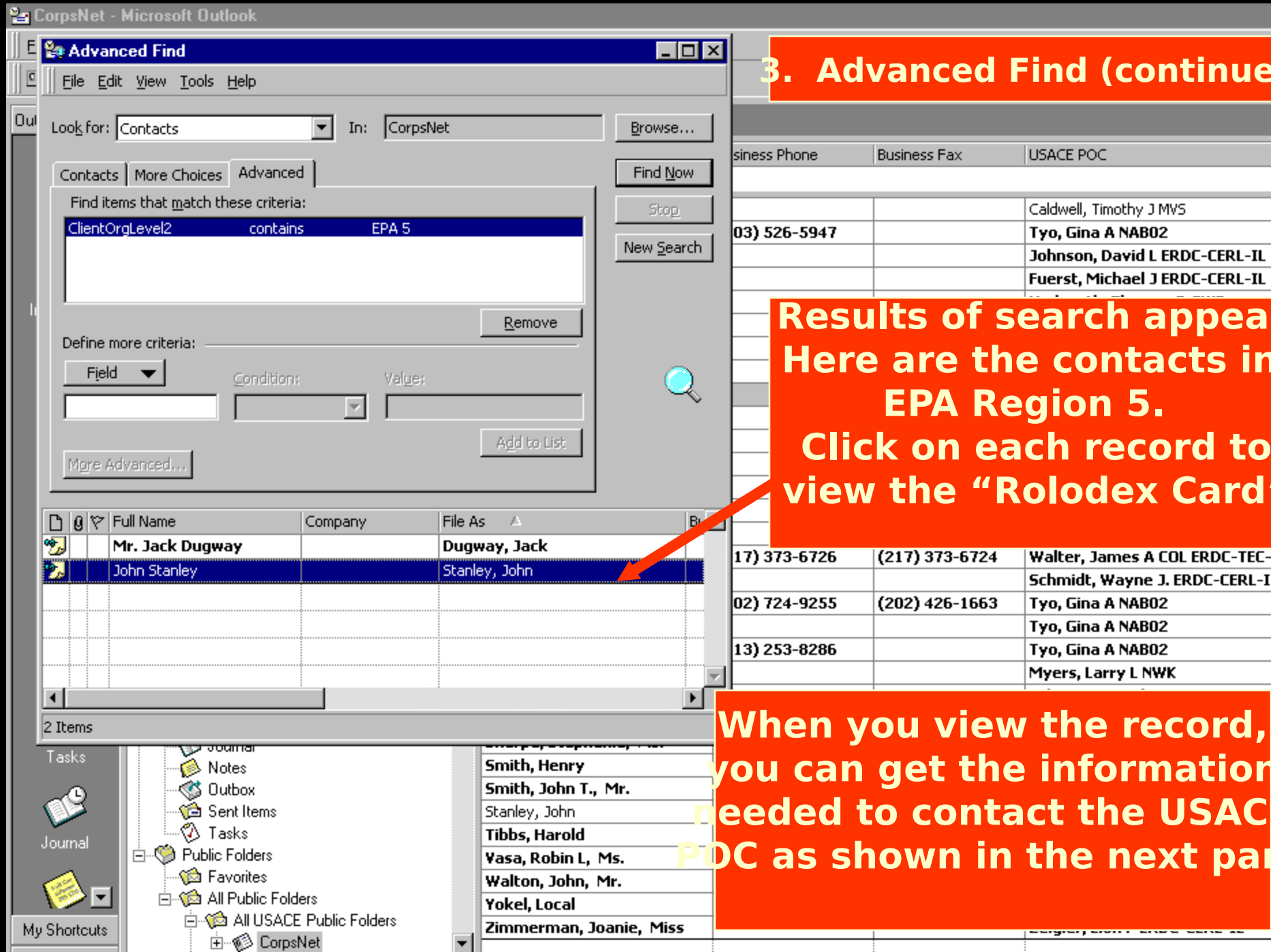

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find
Organize
Outlook Short...
CorpsNet
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Folder List
Funny messages (1)
Installation Opportunity Asse
Installation Reinvention initiative
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc (1)
moody duties
Moving offices (1)
National town meeting (6)
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Find messages in CorpsNet
Advanced Find...
Searching: Name, Company, Addresses
Look for: Harrison
Find Now
Done!
Search all text in the contact.
Did you find it? If not, try:
Go to Advanced Find...
Clear Search
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Harrison, John, Mr.
Johnson, David L ERDC-CERL-IL
You will be presented with a list of contacts with this name. Click on each one to view the record (“Rolodex card”)


CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Synchronize
Address Book... Ctrl+Shift+B
Find
Advanced Find... Ctrl+Shift+F
Organize
Empty "Deleted Items" Folder
Forms
Services...
Options...
Conduit Manager
3. Advanced Find
Find messages in CorpsNet
Advanced Find
Look for:
Find Now
Search all text in the contact.
Searching:
Name, Company,
Addresses
To use this powerful, versatile search method, click on “Tools” and then on “Advanced Find” (continued)
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Moving offices (1)
National town meeting
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
PROMIS/proj managem
research of the year
SSEB support Ed Irish
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Johnson, David L ERDC-CERL-IL
McPherson, Jim, Mr. (413) 253-8286 Tyo, Gina A NAB02
Overstreet, James, Mr. Myers, Larry L NWK
O'henry, Jack, Mr. Johnson, David L ERDC-CERL-IL
Romett, Larry, Mr. Massihi, Denise M HQ02
Sharpe, Stephanie, Ms. Zeigler, Elon P ERDC-CERL-IL
Smith, Henry Tosoni, Daniel L NWD02
Smith, John T., Mr. Zeigler, Elon P ERDC-CERL-IL
Stanley, John Johnson, David L ERDC-CERL-IL
Tibbs, Harold Johnson, David L ERDC-CERL-IL
Vasa, Robin L, Ms. (202) 673-0214 Tyo, Gina A NAB02
Walton, John, Mr. (317) 599-9999 Johnson, David L ERDC-CERL-IL
Yokel, Local Fuerst, Michael J ERDC-CERL-IL
Zimmerman, Joanie, Miss Zeigler, Elon P ERDC-CERL-IL


CorpsNet - Microsoft Outlook
Advanced Find
File Edit View Tools Help
Look for: Contacts
In: CorpsNet
Browse...
Contacts
More Choices
Advanced
Find Now
Stop
New Search
Find items that match these criteria:
<Add criteria from below to this list>
Remove
Define more criteria:
Field
Add to List
Frequently-used fields
Address fields
E-mail fields
Fax/Other number fields
Miscellaneous fields
Name fields
Personal fields
Phone number fields
All Contact fields
All Document fields
All Mail fields
All Appointment fields
All Task fields
All Journal fields
All Note fields
All Post fields
User-defined fields in folder
CorpsNet
Forms...
ClientOrgLevel1
ClientOrgLevel2
ClientOrgLevel3
ClientOrgLevel4
COEOrg
Display Name
Last Contact Date
Last Contact Subject
3. Advanced Find (continue
Click on "Advanced" Tab"
Click on "Field" and scroll down to CorpsNet
Click on one of the variables.
Example: Let's look for contacts in EPA Region 5.
So click on ClientOrgLevel2.
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Hudspeth, Thomas R SWD
Buckles, Caroline J SPD
Last, First M (217) 373-6726 (217) 373-6724 Walter, James A COL ERDC-TEC-...
Lerch, Terry, Col Schmidt, Wayne J. ERDC-CERL-IL
Mallinger, Stephen J, Mr. (202) 724-9255 (202) 426-1663 Tyo, Gina A NAB02
Maloney, Barbara, Ms. Tyo, Gina A NAB02
McPherson, Jim, Mr. (413) 253-8286 Tyo, Gina A NAB02
Overstreet, James, Mr. Myers, Larry L NWK
O'henry, Jack, Mr. Johnson, David L ERDC-CERL-IL
Zeigler, Elon P ERDC-CERL-IL
Public Folders
Favorites
My Shortcuts

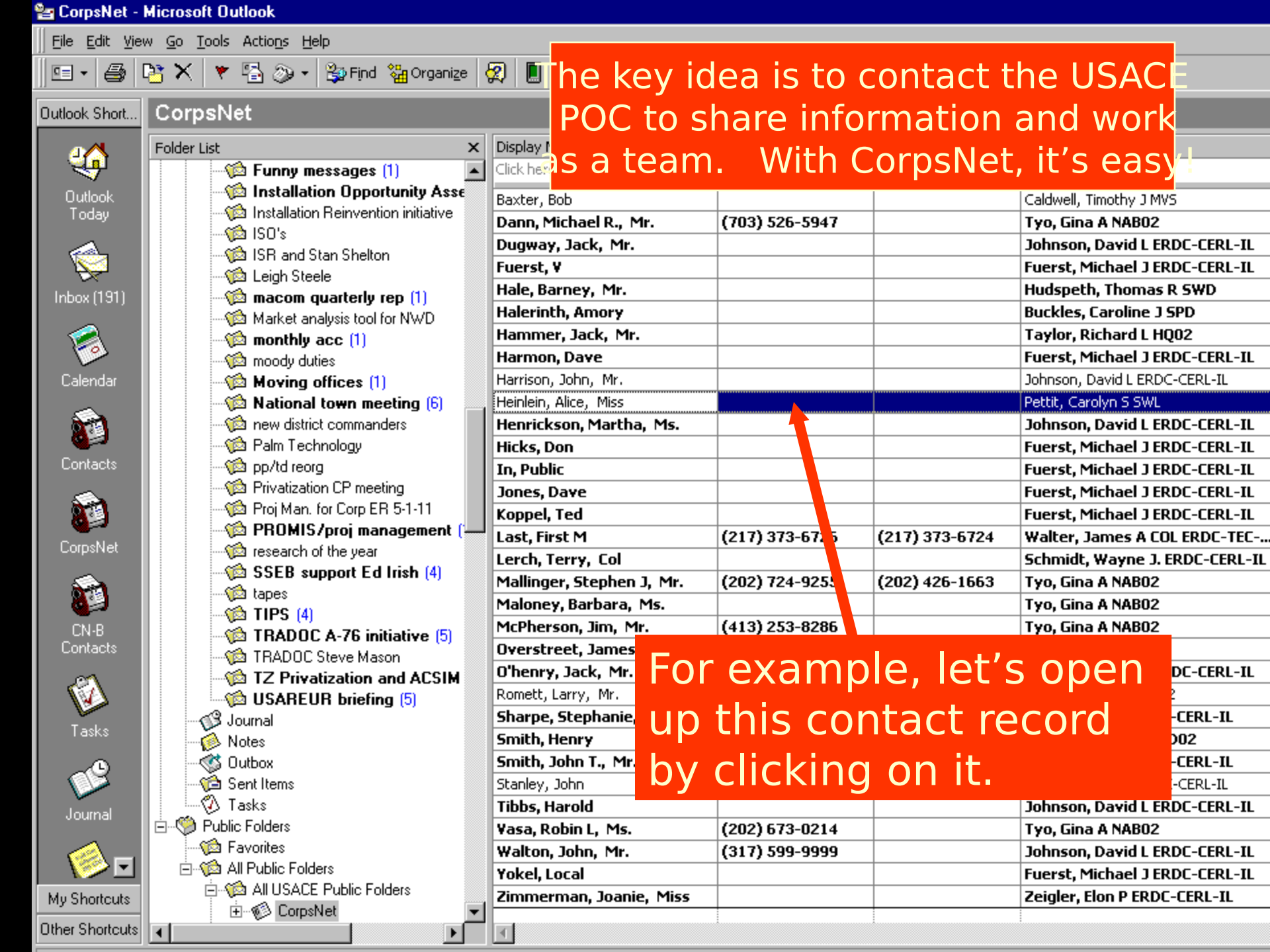

CorpsNet - Microsoft Outlook
Advanced Find
File Edit View Tools Help
Look for: Contacts
In: CorpsNet
Browse...
Find Now
Stop
New Search
Contacts
More Choices
Advanced
Find items that match these criteria:
<Add criteria from below to this list>
Remove
Define more criteria:
Field
Condition:
Value:
ClientOrgLevel2
contains
EPA 5
Add to List
More Advanced...
3. Advanced Find (continued)
Enter "EPA 5".
Then click "Add to List"
Note: it's not necessary to spell out
Region. Also, you could have enter
five or V. (continued)
Select "Contains" (this is
the default relationship)
siness Phone
Business Fax
USACE POC
Caldwell, Timothy J MVS
03) 526-5947
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Hudspeth, Thomas R SWD
Last, First M
Lerch, Terry, Col
Schmidt, Wayne J. ERDC-CERL-I
Mallinger, Stephen J, Mr.
(202) 724-9255
(202) 426-1663
Tyo, Gina A NAB02
(413) 253-8286
Myers, Larry L NWK
Romett, Larry, Mr.
Massihi, Denise M HQ02
Sharpe, Stephanie, Ms.
Zeigler, Elon P ERDC-CERL-IL
Smith, Henry
Tosoni, Daniel L NWD02
Smith, John T., Mr.
Stanley, John
Johnson, David L ERDC-CERL-IL
Tibbs, Harold
Vasa, Robin L, Ms.
(202) 673-0214
Walton, John, Mr.
(317) 599-9999
Yokel, Local
Zimmerman, Joanie, Miss
PROMIS/proj ma agement
research of the year
SSEB support Ed rish (4)
tapes
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts

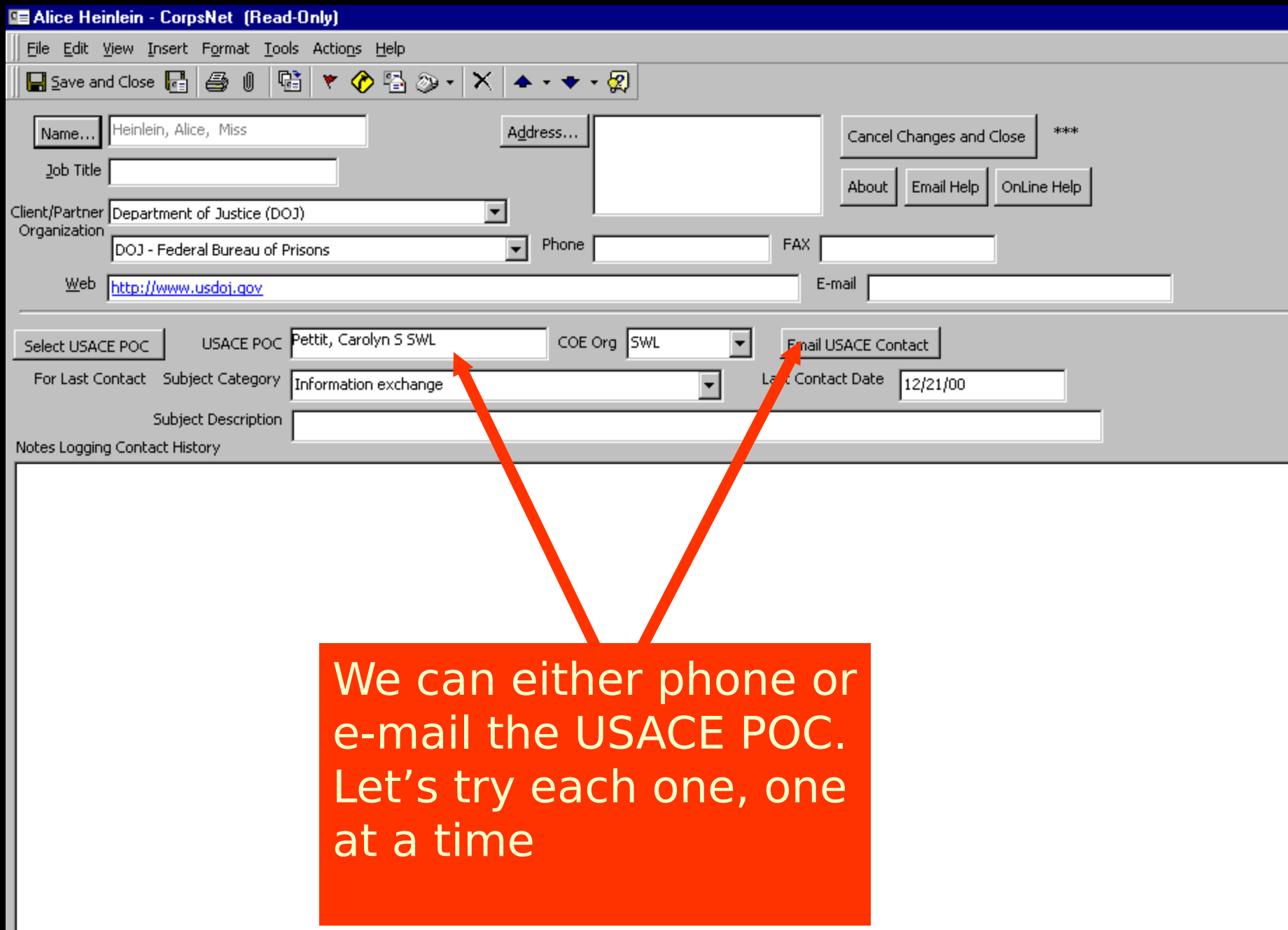

CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find Organize
3. Advanced Find (continued)
Outlook Short...
CorpsNet
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Folder List
Funny messages (1)
Installation Opportunity Asse
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Display Name
Business Phone
Business Fax
USACE POC
Click here to add a new CorpsNet
Caldwell, Timothy J MVS
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Hudspeth, Thomas R SWD
Buckles, Caroline J SPD
Taylor, Richard L HQ02
Fuerst, Michael J ERDC-CERL-IL
Johnson, David L ERDC-CERL-IL
Pettit, Carolyn S SWL
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
) 373-6724
Walter, James A COL ERDC-TEC-...
Schmidt, Wayne J. ERDC-CERL-IL
) 426-1663
Tyo, Gina A NAB02
Tyo, Gina A NAB02
Tyo, Gina A NAB02
Vasa, Robin L, Ms.
(202) 673-0214
Tyo, Gina A NAB02
Walton, John, Mr.
(317) 599-9999
Johnson, David L ERDC-CERL-IL
Yokel, Local
Fuerst, Michael J ERDC-CERL-IL
Zimmerman, Joanie, Miss
Zeigler, Elon P ERDC-CERL-IL
Advanced Find
File Edit View Tools Help
Look for: Contacts
In: CorpsNet
Browse...
Contacts
More Choices
Advanced
Find Now
Stop
New Search
Find items that match these criteria:
ClientOrgLevel2 contains EPA 5
Remove
Define more criteria:
Field
Condition:
Value:
Add to List
More Advanced...
You could enter more criteria if you lik
(e.g. contacts after a certain date).
Then click “Find Now”

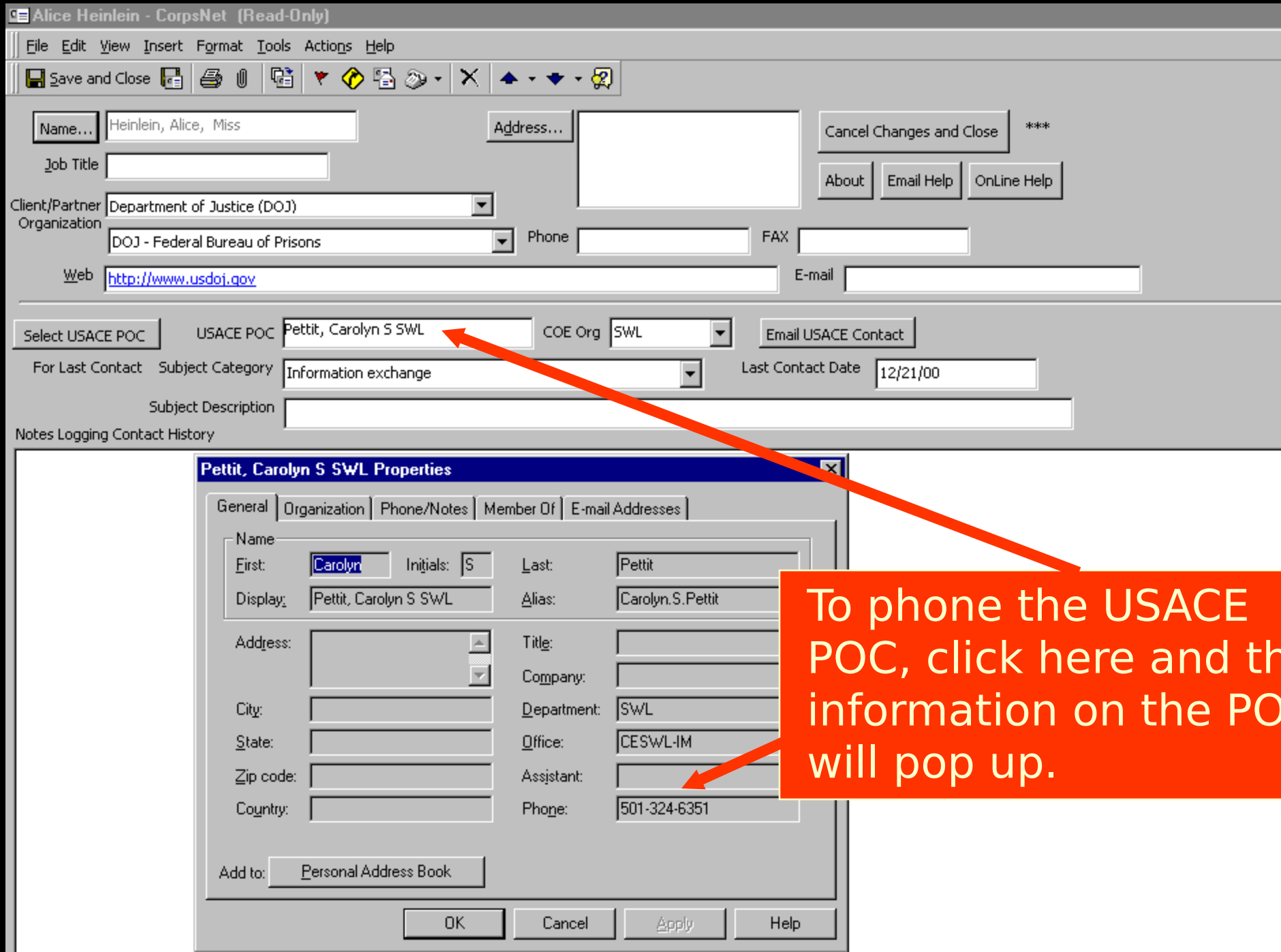

CorpsNet - Microsoft Outlook
Advanced Find
File Edit View Tools Help
Look for: Contacts
In: CorpsNet
Browse...
Find Now
Stop
New Search
Contacts
More Choices
Advanced
Find items that match these criteria:
ClientOrgLevel2 contains EPA 5
Remove
Define more criteria:
Field
Condition:
Value:
Add to List
More Advanced...
Full Name
Company
File As
Mr. Jack Dugway
Dugway, Jack
John Stanley
Stanley, John
2 Items
3. Advanced Find (continue
Results of search appea
Here are the contacts in
EPA Region 5.
Click on each record to
view the “Rolodex Card
When you view the record,
you can get the information
needed to contact the USAC
POC as shown in the next pa
Business Phone
Business Fax
USACE POC
Caldwell, Timothy J MVS
03) 526-5947
Tyo, Gina A NAB02
Johnson, David L ERDC-CERL-IL
Fuerst, Michael J ERDC-CERL-IL
17) 373-6726
(217) 373-6724
Walter, James A COL ERDC-TEC-
Schmidt, Wayne J. ERDC-CERL-I
02) 724-9255
(202) 426-1663
Tyo, Gina A NAB02
Tyo, Gina A NAB02
13) 253-8286
Tyo, Gina A NAB02
Myers, Larry L NWK
Tasks
Journal
My Shortcuts
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Smith, Henry
Smith, John T., Mr.
Stanley, John
Tibbs, Harold
Vasa, Robin L, Ms.
Walton, John, Mr.
Yokel, Local
Zimmerman, Joanie, Miss

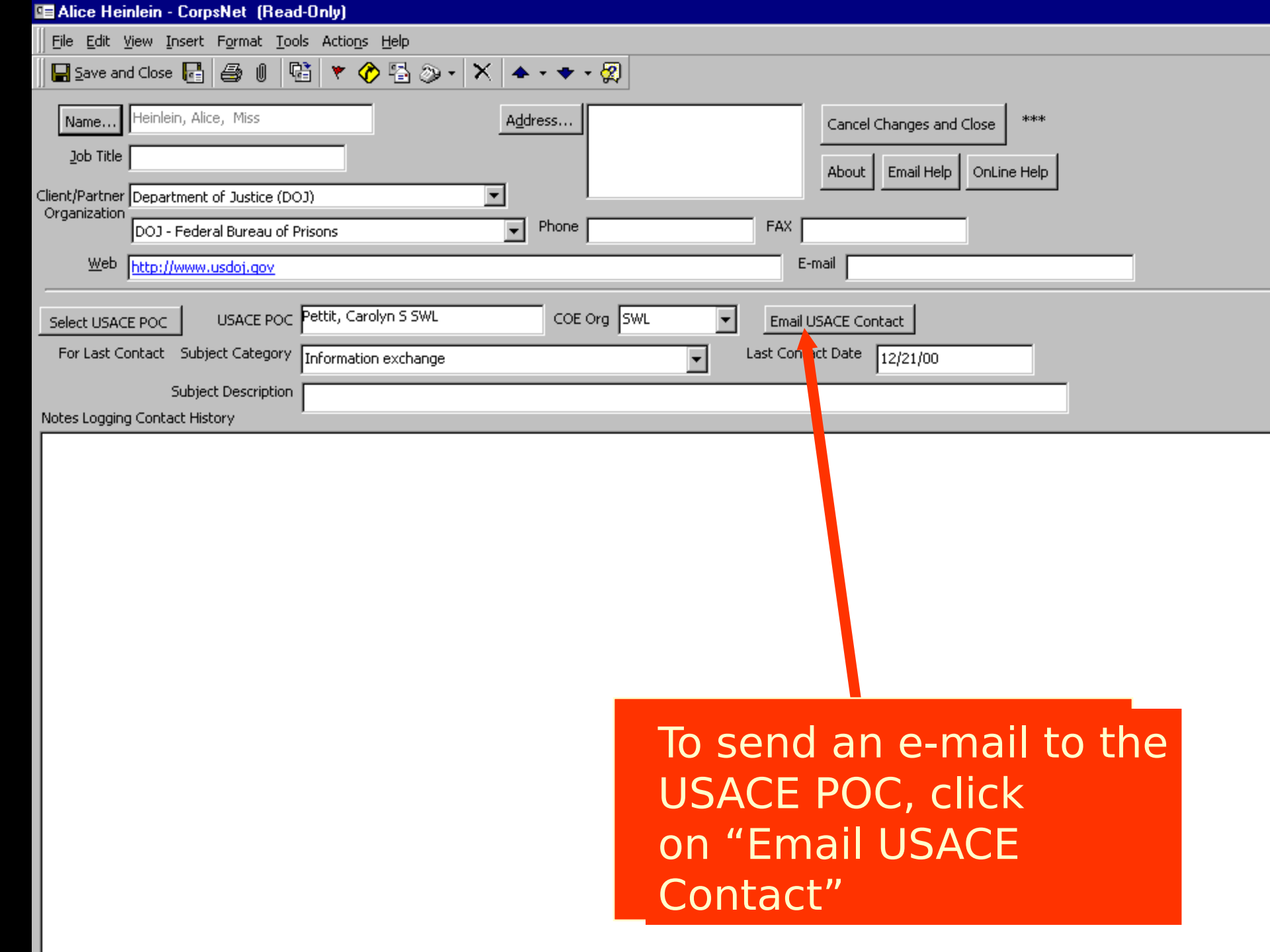
Outline

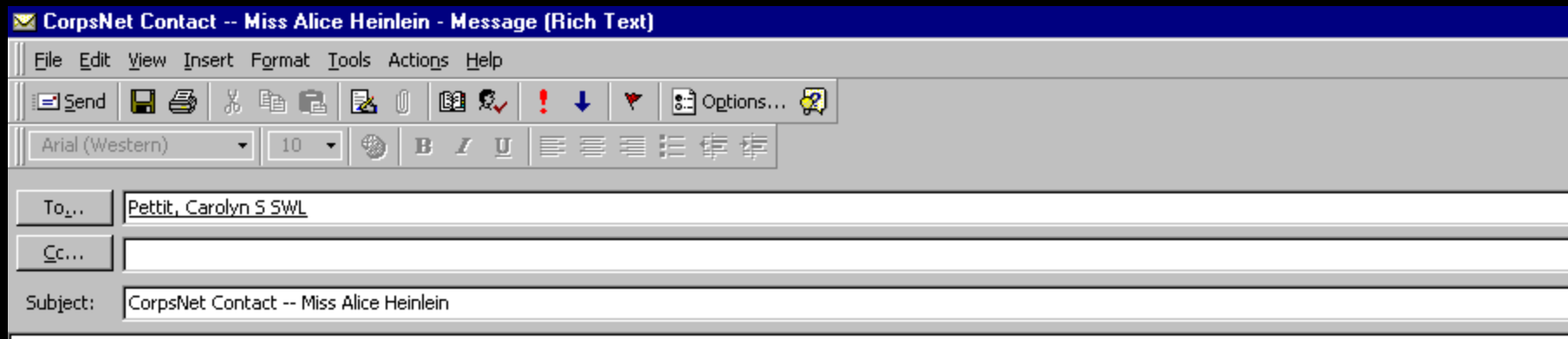
- **Getting Started with CorpsNet**
  - Where to find the public folder
  - How to set up a shortcut
- **Entering Contacts**
- **Searching for Contacts**
  - Views
  - Search by name of contact
  - Advanced search by other information
- **How to Contact the USACE POC**
  - By phone
  - By e-mail


CorpsNet - Microsoft Outlook
File Edit View Go Tools Actions Help
Find Organize
Outlook Short...
CorpsNet
Outlook Today
Inbox (191)
Calendar
Contacts
CorpsNet
CN-B Contacts
Tasks
Journal
My Shortcuts
Other Shortcuts
Folder List
Funny messages (1)
Installation Opportunity Asse
Installation Reinvention initiative
ISO's
ISR and Stan Shelton
Leigh Steele
macom quarterly rep (1)
Market analysis tool for NWD
monthly acc (1)
moody duties
Moving offices (1)
National town meeting (6)
new district commanders
Palm Technology
pp/td reorg
Privatization CP meeting
Proj Man. for Corp ER 5-1-11
PROMIS/proj management
research of the year
SSEB support Ed Irish (4)
tapes
TIPS (4)
TRADOC A-76 initiative (5)
TRADOC Steve Mason
TZ Privatization and ACSIM
USAREUR briefing (5)
Journal
Notes
Outbox
Sent Items
Tasks
Public Folders
Favorites
All Public Folders
All USACE Public Folders
CorpsNet
Display
Click here
Baxter, Bob
Caldwell, Timothy J MVS
Dann, Michael R., Mr. (703) 526-5947 Tyo, Gina A NAB02
Dugway, Jack, Mr. Johnson, David L ERDC-CERL-IL
Fuerst, V Fuerst, Michael J ERDC-CERL-IL
Hale, Barney, Mr. Hudspeth, Thomas R SWD
Halerinth, Amory Buckles, Caroline J SPD
Hammer, Jack, Mr. Taylor, Richard L HQ02
Harmon, Dave Fuerst, Michael J ERDC-CERL-IL
Harrison, John, Mr. Johnson, David L ERDC-CERL-IL
Heinlein, Alice, Miss Pettit, Carolyn S SWL
Henrickson, Martha, Ms. Johnson, David L ERDC-CERL-IL
Hicks, Don Fuerst, Michael J ERDC-CERL-IL
In, Public Fuerst, Michael J ERDC-CERL-IL
Jones, Dave Fuerst, Michael J ERDC-CERL-IL
Koppel, Ted Fuerst, Michael J ERDC-CERL-IL
Last, First M (217) 373-6724 Walter, James A COL ERDC-TEC-...
Lerch, Terry, Col Schmidt, Wayne J. ERDC-CERL-IL
Mallinger, Stephen J, Mr. (202) 724-9255 (202) 426-1663 Tyo, Gina A NAB02
Maloney, Barbara, Ms. Tyo, Gina A NAB02
McPherson, Jim, Mr. (413) 253-8286 Tyo, Gina A NAB02
Overstreet, James
O'henry, Jack, Mr.
Romett, Larry, Mr.
Sharpe, Stephanie
Smith, Henry
Smith, John T., Mr.
Stanley, John
Tibbs, Harold Johnson, David L ERDC-CERL-IL
Vasa, Robin L, Ms. (202) 673-0214 Tyo, Gina A NAB02
Walton, John, Mr. (317) 599-9999 Johnson, David L ERDC-CERL-IL
Yokel, Local Fuerst, Michael J ERDC-CERL-IL
Zimmerman, Joanie, Miss Zeigler, Elon P ERDC-CERL-IL
The key idea is to contact the USACE POC to share information and work as a team. With CorpsNet, it's easy!
For example, let's open up this contact record by clicking on it.

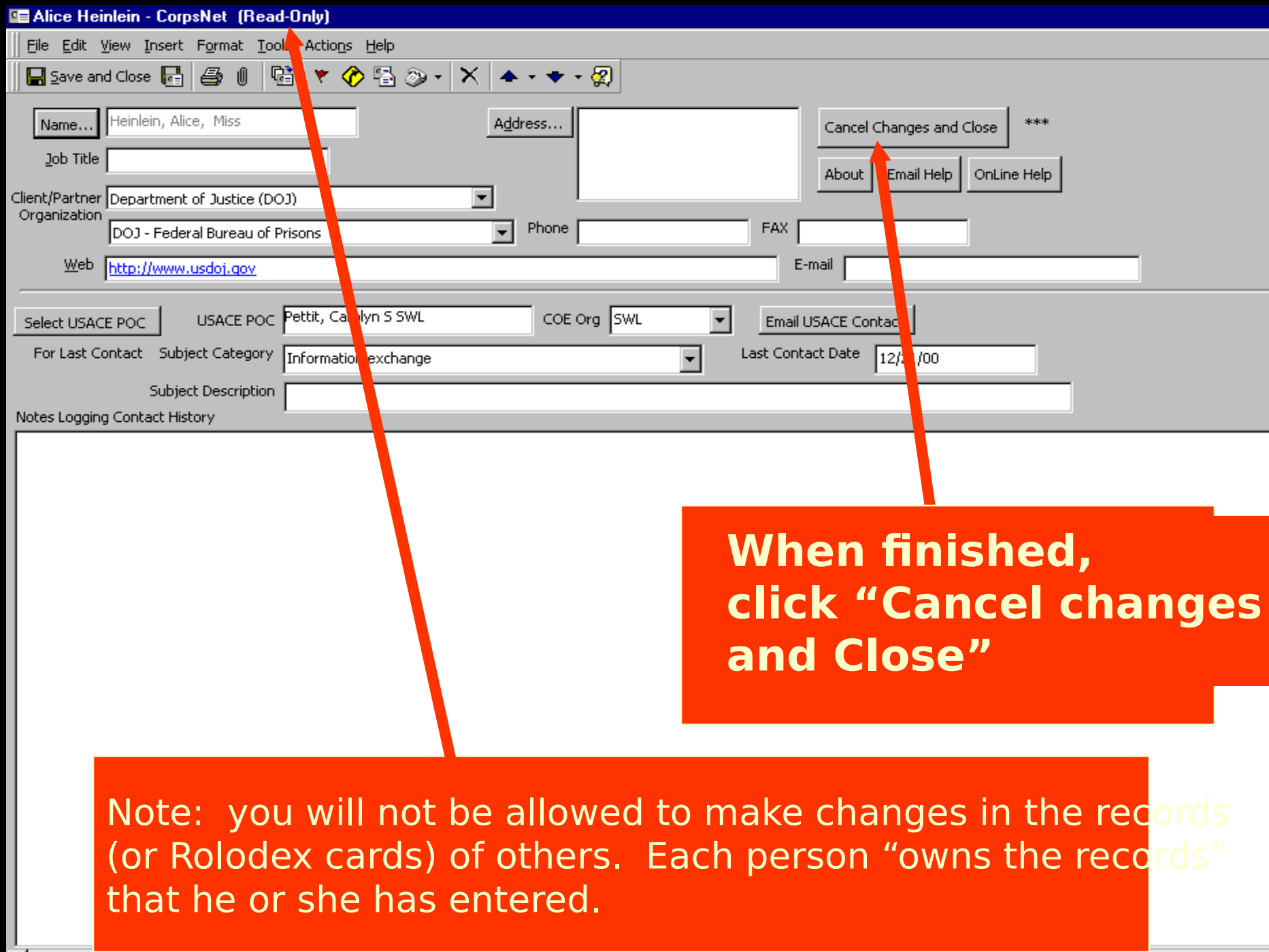

Alice Heinlein - CorpsNet (Read-Only)
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Heinlein, Alice, Miss
Address...
Cancel Changes and Close
***
Job Title
About
Email Help
OnLine Help
Client/Partner Organization
Department of Justice (DOJ)
DOJ - Federal Bureau of Prisons
Phone
FAX
Web
http://www.usdoj.gov
E-mail
Select USACE POC
USACE POC
Pettit, Carolyn S SWL
COE Org
SWL
Email USACE Contact
For Last Contact
Subject Category
Information exchange
Last Contact Date
12/21/00
Subject Description
Notes Logging Contact History
We can either phone or e-mail the USACE POC. Let's try each one, one at a time

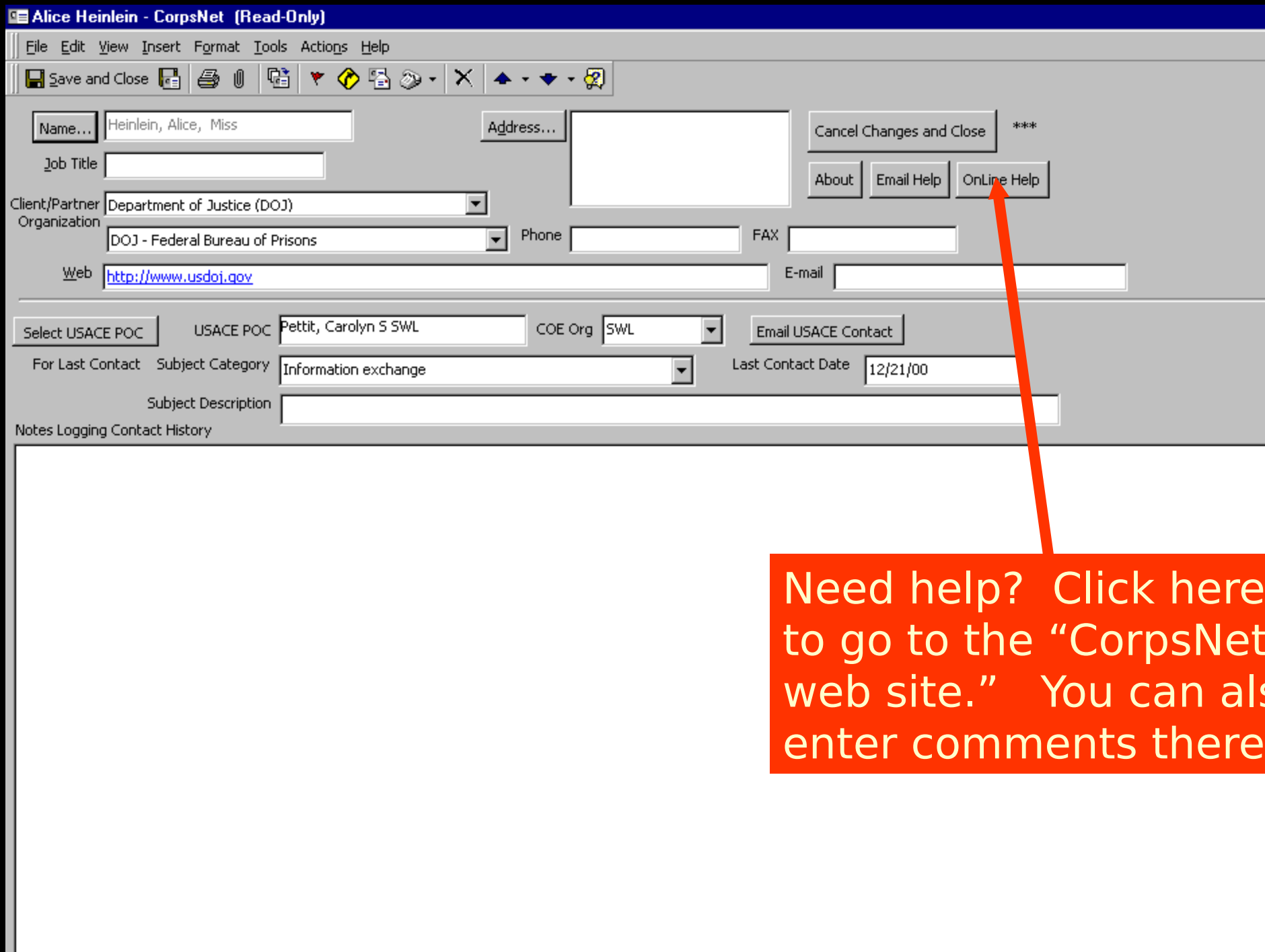

Alice Heinlein - CorpsNet (Read-Only)
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Heinlein, Alice, Miss
Address...
Cancel Changes and Close
***
Job Title
About
Email Help
OnLine Help
Client/Partner Organization
Department of Justice (DOJ)
DOJ - Federal Bureau of Prisons
Phone
FAX
Web
http://www.usdoj.gov
E-mail
Select USACE POC
USACE POC
Pettit, Carolyn S SWL
COE Org
SWL
Email USACE Contact
For Last Contact
Subject Category
Information exchange
Last Contact Date
12/21/00
Subject Description
Notes Logging Contact History
Pettit, Carolyn S SWL Properties
General
Organization
Phone/Notes
Member Of
E-mail Addresses
Name
First:
Carolyn
Initials:
S
Last:
Pettit
Display:
Pettit, Carolyn S SWL
Alias:
Carolyn.S.Pettit
Address:
Title:
Company:
City:
Department:
SWL
State:
Office:
CESWL-IM
Zip code:
Assistant:
Country:
Phone:
501-324-6351
Add to:
Personal Address Book
OK
Cancel
Apply
Help
To phone the USACE POC, click here and th information on the PO will pop up.

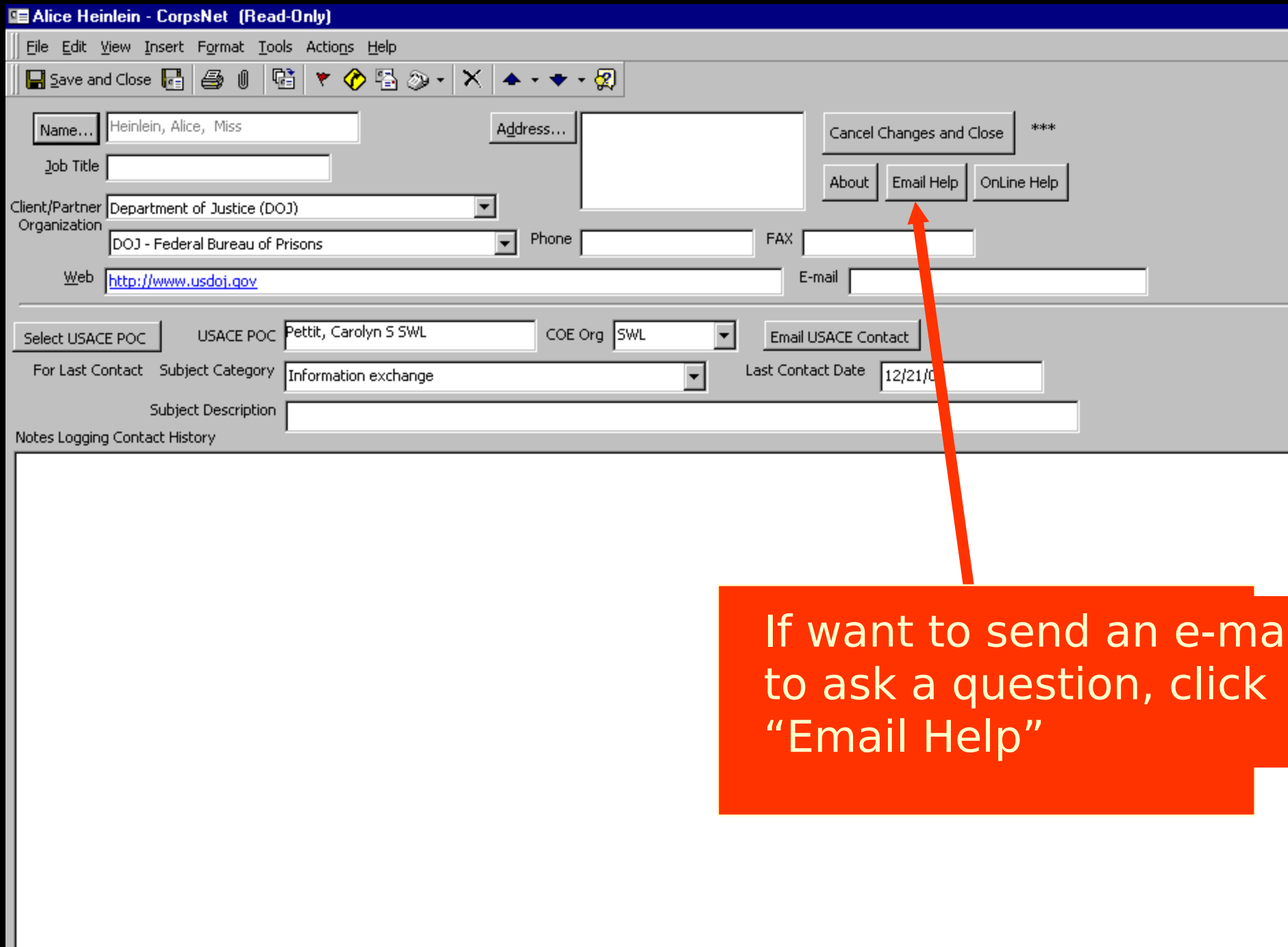

Alice Heinlein - CorpsNet (Read-Only)
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Heinlein, Alice, Miss
Address...
Cancel Changes and Close
***
Job Title
About
Email Help
OnLine Help
Client/Partner Organization
Department of Justice (DOJ)
DOJ - Federal Bureau of Prisons
Phone
FAX
Web
http://www.usdoj.gov
E-mail
Select USACE POC
USACE POC
Pettit, Carolyn S SWL
COE Org
SWL
Email USACE Contact
For Last Contact
Subject Category
Information exchange
Last Contact Date
12/21/00
Subject Description
Notes Logging Contact History
To send an e-mail to the USACE POC, click on “Email USACE Contact”



CorpsNet generates the address and subject for you automatically. Just key in your message and send!


Alice Heinlein - CorpsNet (Read-Only)
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Heinlein, Alice, Miss
Address...
Cancel Changes and Close
***
Job Title
About
Email Help
OnLine Help
Client/Partner Organization
Department of Justice (DOJ)
DOJ - Federal Bureau of Prisons
Phone
FAX
Web
http://www.usdoj.gov
E-mail
Select USACE POC
USACE POC
COE Org
SWL
Email USACE Contac
For Last Contact
Subject Category
Last Contact Date
Subject Description
Notes Logging Contact History
When finished, click “Cancel changes and Close”
Note: you will not be allowed to make changes in the records (or Rolodex cards) of others. Each person “owns the records” that he or she has entered.


Alice Heinlein - CorpsNet (Read-Only)
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Heinlein, Alice, Miss
Address...
Cancel Changes and Close
***
Job Title
About
Email Help
OnLine Help
Client/Partner Organization
Department of Justice (DOJ)
DOJ - Federal Bureau of Prisons
Phone
FAX
Web
http://www.usdoj.gov
E-mail
Select USACE POC
USACE POC
Pettit, Carolyn S SWL
COE Org
SWL
Email USACE Contact
For Last Contact
Subject Category
Information exchange
Last Contact Date
12/21/00
Subject Description
Notes Logging Contact History
Need help? Click here
to go to the "CorpsNet
web site." You can als
enter comments there


Alice Heinlein - CorpsNet (Read-Only)
File Edit View Insert Format Tools Actions Help
Save and Close
Name...
Heinlein, Alice, Miss
Address...
Cancel Changes and Close
***
Job Title
About
Email Help
OnLine Help
Client/Partner Organization
Department of Justice (DOJ)
DOJ - Federal Bureau of Prisons
Phone
FAX
Web
http://www.usdoj.gov
E-mail
Select USACE POC
USACE POC
Pettit, Carolyn S SWL
COE Org
SWL
Email USACE Contact
For Last Contact
Subject Category
Information exchange
Last Contact Date
12/21/0
Subject Description
Notes Logging Contact History
If want to send an e-ma
to ask a question, click
“Email Help”

Good luck!

The development of **CorpsNet** was guided by a team of users from divisions, districts and labs.

You can send comments or questions by clicking on the “Help” icon in the **CorpsNet** public folder or by going directly to the **CorpsNet** web site.

We look forward to hearing from you!